



**Township of Southgate
Addendum Council Meeting Agenda**

December 21, 2022

6:00 PM

**Holstein Council Chambers
123273 Southgate Road 12
Holstein, Ontario N0G 2A0**

Pages

1. Call to Order

2. Land Acknowledgement

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it reflects our histories; may we live in peace and friendship with all its diverse people.

3. Open Forum - Register in Advance

If you wish to speak at Open Forum please register with the Clerk in advance of the meeting by email to clerks@southgate.ca

4. Confirmation of Agenda

Be it resolved that Council confirm the agenda as amended.

5. Declaration of Pecuniary Interest

6. Delegations & Presentations

6.1 TC Energy - Clean Energy Storage Project Presentation

11 - 27

Be it resolved that Council receive the TC Energy - Clean Energy Storage Project presentation for information.

7. Adoption of Minutes 28 - 61

Be it resolved that Council approve the minutes from the December 7, 2022 Council and Closed Session meetings as presented; and
That Council approve the minutes from the December 14, 2022 Special Council and Closed Session meetings as presented.

8. Reports of Municipal Officers

8.1 Treasurer William Gott

***8.1.1 FIN2022-040 - Fees and Charges** 62 - 94

Be it resolved that Council received Staff Report FIN2022-021 Fees and Charges as information; and
That Council consider By-law 2022-180, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

***8.1.2 By-law 2022-180 - Adopt Fees and Charges** 95 - 117

Be it resolved that by-law number 2022-180 being a by-law to establish fees and changes for certain services provided in the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.2 Public Works Manager Jim Ellis

8.2.1 PW2022-058 2022 DWQMS Management Review Meeting Minutes 118 - 127

Be it resolved that Council receive Staff Report PW2022-058 for information; and
That Council acknowledges the receipt of the 2022 Drinking Water Quality Management Standard Annual Management Review Meeting Minutes.

8.3 Chief Administrative Officer Dave Milliner

8.3.1 CAO2022-080 Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Amending Agreement 128 - 135

Be it resolved that Council receive staff report CAO2022-080 as information; and

That Council approve the draft Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Amending Agreement as presented to provide winter sanding only property maintenance; and

That Council consider approval of the Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Amending Agreement by by-law at a future Council meeting.

***8.3.2 CAO2022-081 - Building Vacancy By-law Report 136 - 152**

Be it resolved that Council receive Staff Report CAO2022-081 as information.

OR Second Motion Clause Option:

That Council provide direction to staff as a next step to finish a draft Vacant Building By-law for Council approval and by-law consideration at a future Council meeting.

8.3.3 CAO2022-082 Southgate 2019-2023 Community Action Plan - 2022 Annual Report and CAP Recommendations for 2023 153 - 173

Be it resolved that Council receive Staff Report CAO2022-082 as information and;

That Council approve the 2022 Community Action Plan (CAP) Annual Report as a reporting out to the community on the progress made last year and the 2022 CAP recommendations to advance projects and/or achieve plan progress over the next 12 months.

8.3.4 CAO2022-083 South Grey Housing Corporation Working Group Appointment Report 174 - 186

Be it resolved that Council receive staff report CAO2022-083 as information; and
That Council appoint 2 Council members to the South Grey Housing Corporation Working Group to confirm the Terms of Reference document, to establish the framework of the Working Group and the partner strategy to create the South Grey Housing Corporation.

***8.3.5 CAO2022-084 ROMA Conference Delegation Request 187 - 188**

Be it resolved that Council receive staff report CAO2022-086 as information; and
That Council provide staff direction on if we should proceed with a Solicitor General delegation to discuss Policing & the Court's lack of Enforcement of Charges with punitive penalties at the ROMA Conference on Monday January 23rd, 2023 @ 10:40 am.

***8.3.6 CAO2022-085 Job Evaluation Committee Recommendations 189 - 199**

Be it resolved that Council receive staff report CAO2022-085 for information; and
That Council approve the transition of the Human Resources (HR) Coordinator & Assistant to CAO position to a Human Resources (HR) Manager & Assistant to CAO position with updated job description effective January 1, 2023; and
That Council approve the Human Resources (HR) Manager & Assistant to CAO position placement into Pay Band 8 of the Southgate Pay Grid system.

***8.3.7 CAO2022-086 Future Housing Development, Planning and Climate Change 200 - 209**

Be it resolved that Council receive staff report CAO2022-086 as information.

8.4 HR Coordinator Kayla Best

***8.4.1 HR2022-059 Job Evaluation Committee
Recommendations**

210 - 250

Be it resolved that Council receive staff report HR2022-059 for information; and

That Council approve the transition of the Asset Coordinator & Financial Analyst position to an Asset Manager & Deputy Treasurer position with updated job description effective January 1, 2023; and

That Council approve the Asset Manager & Deputy Treasurer position placement into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Manager position to a Recreation Manager position with the new job description effective January 1, 2023; and

That Council approve the placement of the Recreation Manager into Pay Band 7 of the Southgate Pay Grid system; and

That Council approve the Junior Planner job description; and

That Council approve the placement of the Junior Planner into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Operator & Programming position to a Recreation Programming Coordinator position with the new job description effective January 1, 2023; and

That Council approve the placement of the Programming Coordinator position into Pay Band 10 of the Southgate Pay Grid system; and

That Council approve the Building Administrative Support job description; and

That Council approve the placement of the Building Administrative Support position into Pay Band 13 of the Southgate Pay Grid

8.4.2 HR2022-060 - Personnel Policy Updates

251 - 271

Be it resolved that Council receive Staff Report HR2022-060 for information; and

That Council approve updates to Personnel Policy #1 as presented; and

That Council approve Personnel Policy #1 by Municipal by-law 2022-179.

8.4.3 By-law 2022-179 - Adopt Policy No. 1 - Personnel Policy 272 - 290

Be it resolved that by-law number 2022-179 being a By-law to adopt a "Personnel Policy" known as Policy Number 1 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.5 Planner Clinton Stredwick

8.5.1 PL2022-082-C13-22 and OPA2-22 Hopeville Precast 291 - 337

Be it resolved that Council receive Staff Report PL2022-083 for information; and
That Council consider adoption of the OPA by by-law 2022-175; and
That Council consider approval of the zoning application by By-law 2022-174.

8.5.2 By-law 2022-175 OPA2-22 Hopeville Precast 338 - 344

Be it resolved that by-law number 2022-175 being a by-law to adopt Amendment No. 2 to the Township of Southgate Official Plan be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.5.3 By-law 2022-174 ZBA C13-22 Hopeville Precast 345 - 347

Be it resolved that by-law number 2022-174 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.5.4 PL2022-083 C10-22 Jesse and Elizabeth Martin 348 - 354

Be it resolved that Council receive Staff Report PL2022-083 for information; and
That Council consider approval of By-law 2022-176.

- 8.5.5 By-law 2022-176 ZBA C10-22 Jesse and Elizabeth Martin** 355 - 357
- Be it resolved that** by-law number 2022-176 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 8.5.6 PL2022-084- Proposal to Declare Surplus Lands** 358 - 362
- Be it resolved that** Council receive Staff Report PL2022-084 for information; and
That Council declare the lands identified as Plan 852 BLK 58 & 59 as surplus; and
That Council directs the Clerk to perform all necessary actions to prepare the lands for sale.
- 8.5.7 PL2022-085-SP15-22-Elizabeth and Jesse Martin** 363 - 364
- Be it resolved that** Council receive Staff Report PL2022-085 for information; and
That Council consider approval of By-law 2022-177 authorizing the entering into a Site Plan Agreement.
- 8.5.8 By-law 2022-177 SP15-22 Jesse and Elizabeth Martin Site Plan Agreement** 365 - 373
- Be it resolved that** by-law number 2022-177 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.6 Economic Development Officer Terri Murphy

Be it resolved that Council receive Staff Report EDO2022-017 for information; and

That Council direct staff to draft a Letter of Support for the Geographic area of the Township of Southgate to be amalgamated with the South Grey Chamber of Commerce to be signed by the Mayor; and

That Council direct staff to draft a Memorandum of Understanding between the Township of Southgate and the South Grey Chamber of Commerce and seek Council approval; and

That Council approve the 2023 MOU funding in the amount of \$10,000 being divided between the Solar Fund Reserve in the amount of \$5,000 and the Eco Park Fund Reserve in the amount of \$5,000.

9. By-laws and Motions

None

***10 Notice of Motion**

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***10.1 Councillor Singh Soares - ROMA Board of Directors**

Be it resolved that Council waive Procedural By-law Section 23.2 to allow for a Notice of Motion to be placed on the agenda without proper notice in accordance with the Procedural By-law.

If above motion is approved:

Be it resolved that the Council of the Corporation of the Township of Southgate hereby endorses Councillor Monica Singh Soares for the position of ROMA Zone Representative - Zone 2, for the 2023-2027 ROMA Board of Directors.

11. Consent Items

11.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 21, 2022 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

11.1.1	CL2022-031 – Post Election and Accessibility Report	376 - 381
11.1.2	FIN2022-039 Impact of Bill 23 and Indexing on Development Charges	382 - 388
11.1.3	PW2022-056 DWQMS External Audit 2022	389 - 398
11.1.4	PW2022-057 Department Report	399 - 402
*11.1.5	Building, By-law and Canine Report November 2022	403 - 405
11.2	Correspondence (for information)	
	Be it resolved that Council receive the items on the Correspondence consent agenda dated December 21, 2022 (save and except items _____) as information.	
11.2.1	Ontario Community Infrastructure Fund - Revised Allocation Notice	406 - 407
11.2.2	County of Grey - Housing for All - November 4, 2022	408 - 446
11.2.3	Rick Byers Media Release - Access to High-Speed Internet Service in Grey and Bruce - received December 9, 2022	447 - 448
11.2.4	Correspondence received from resident Mir Saif re Parking at Dundalk & Proton Elementary School	449 - 450
*11.2.5	MPAC - Assessment Change Summary Township of Southgate	451
*11.2.6	MMAH - Greenbelt Amendments and Revocation of the Central Pickering Development Plan - received December 16, 2022	452 - 453
11.3	Resolutions of Other Municipalities (for information)	
	Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated December 21, 2022 (save and except items _____) as information.	
11.3.1	Town of Orangeville - Bill 23 - received November 30, 2022	454 - 455
11.3.2	Municipality of Magnetawan - Bill 23 - received December 8, 2022_Redacted	456

11.4 Closed Session (for information)

None

12. County Report

<https://www.grey.ca/news/december-8-2022-meeting-highlights>

13. Members Privilege - Good News & Celebrations

***14 Closed Meeting**

.

Be it resolved that Council proceed into Closed Session at [TIME] in order to address matters related to Litigation or Potential Litigation (Municipal Act, Sec. 239(2)(e)) (Subject: Court Decision to Southgate on Awarding Township Costs - verbal update); and

That Chief Building Official Bev Fisher, Public Works Manager Jim Ellis, Clerk Lindsey Green and Chief Administrative Officer Dave Milliner remain as required.

Be it resolved that Council come out of Closed Session at [TIME].

**14.1 Litigation or Potential Litigation (Municipal Act, Sec. 239(2)(e))
(Subject: Court Decision to Southgate on Awarding Township
Costs - verbal update)**

15. Confirming By-law

457

Be it resolved that by-law number 2022-181 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on December 21, 2022 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

16. Adjournment

Be it resolved that Council adjourn the meeting at [TIME].



ONTARIO Pumped Storage

Council Update

2022



ONTARIO
Pumped Storage



TC Energy



Creating a reliable, powerful climate solution

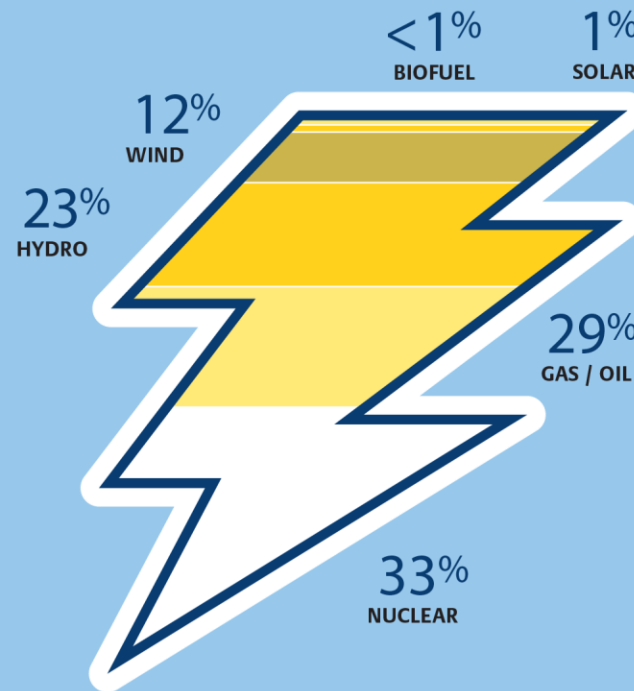
Preparing for extreme weather and climate change



**CREATING A
MORE ROBUST
ENERGY GRID.**

**Supporting
weakness
of wind and
solar.**

Filling gaps in the supply grid during extreme weather



**REDUCING
RELIANCE ON
NATURAL GAS₁₂**

**Backstopping
intermittency
of solar and
wind.**

An electricity insurance policy

Developing storage solutions to counter growth in climate-related electricity shortages.



An environmentally-friendly solution

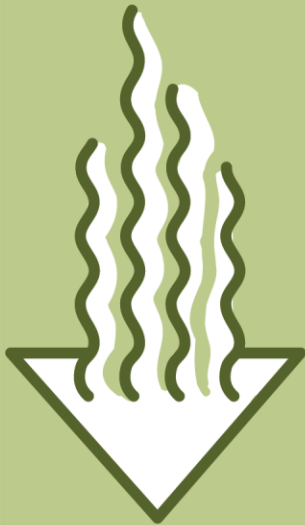
1,000 MW
OF CLEAN
EMISSION-FREE
POWER CAPACITY



Reuse
AND RECYCLE
EXCESS ELECTRICITY



Reduce
RELIANCE ON NATURAL GAS
POWER PRODUCTION



Significantly lower GHGs
500,000
TONNES PER YEAR



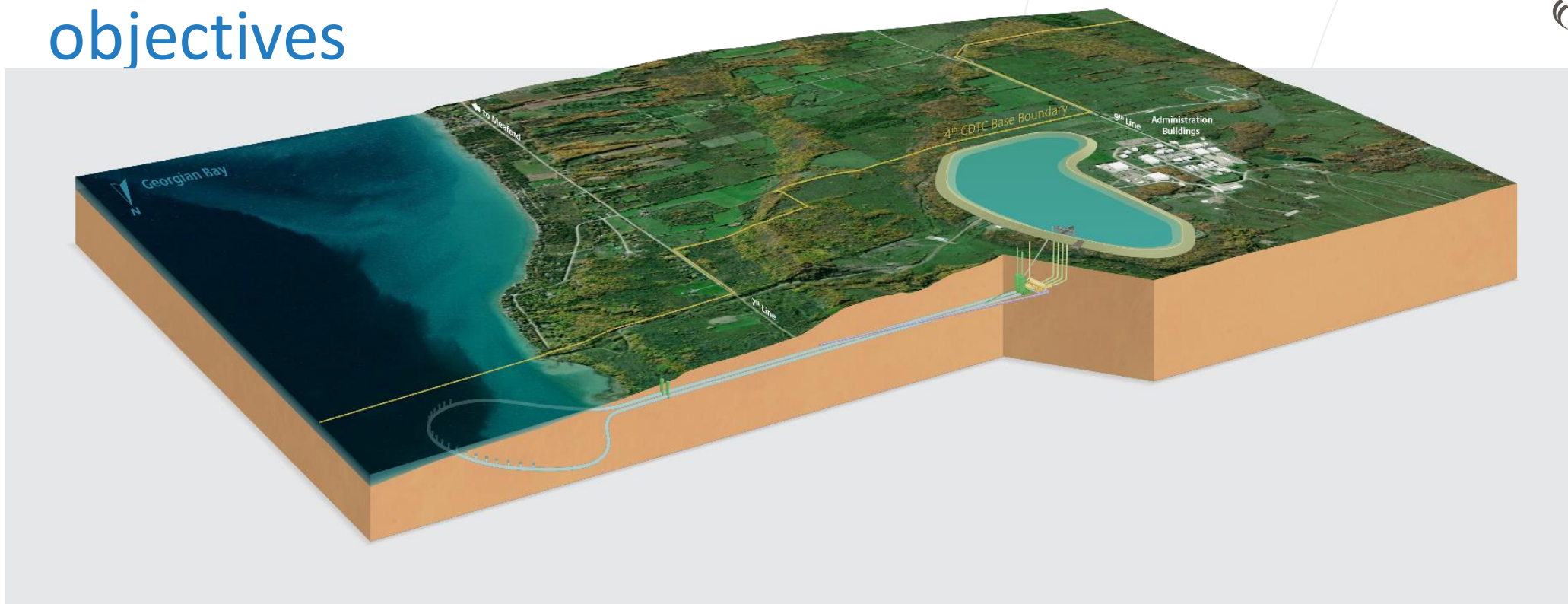
EQUIVALENT TO TAKING **150,000 CARS** OFF THE ROAD

Our commitment to the environment

STUDIES AND
COMMUNITY ENGAGEMENT



System needs and project objectives



**1,000 MW
8 hours
capacity**



**\$250M savings
for ratepayers
annually**



**1000
construction
jobs over 4
years**

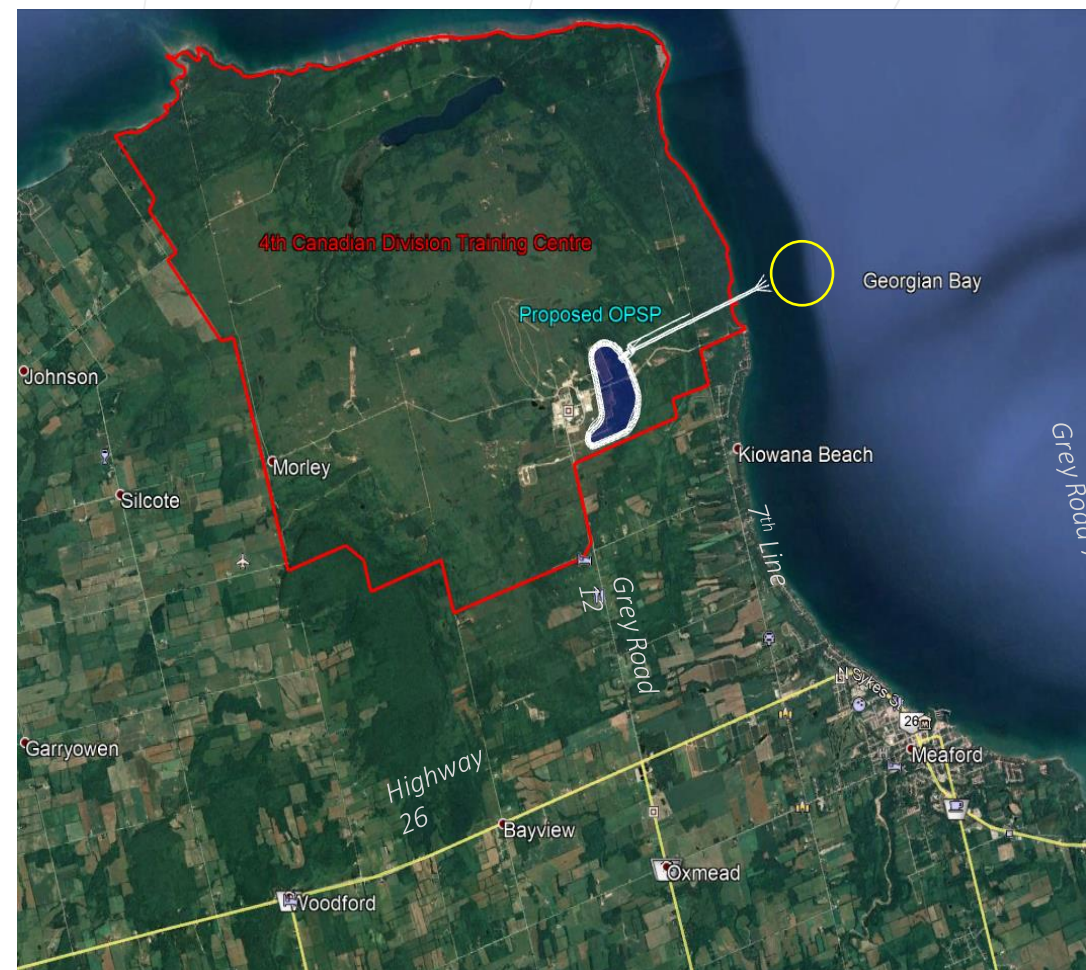
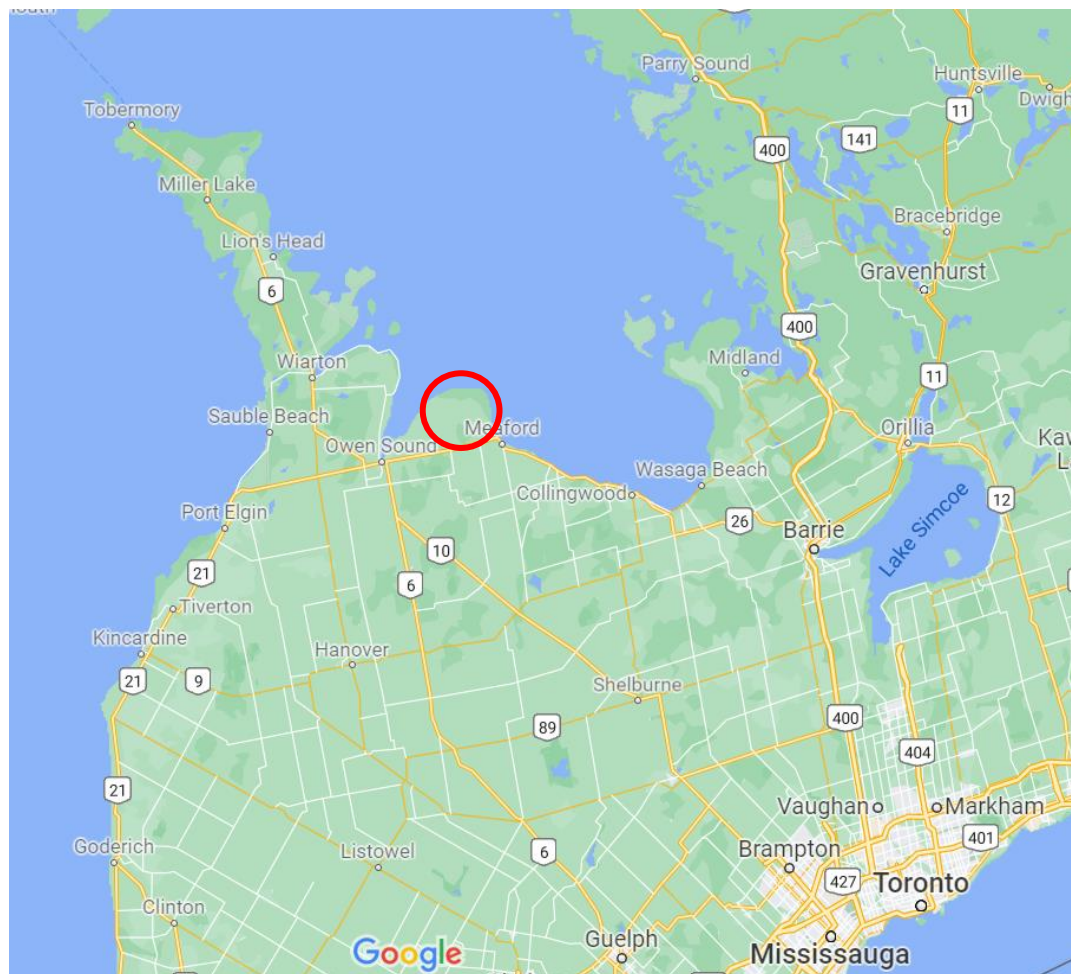


**490,000 tonnes
per year reduction
in greenhouse gas
emissions**

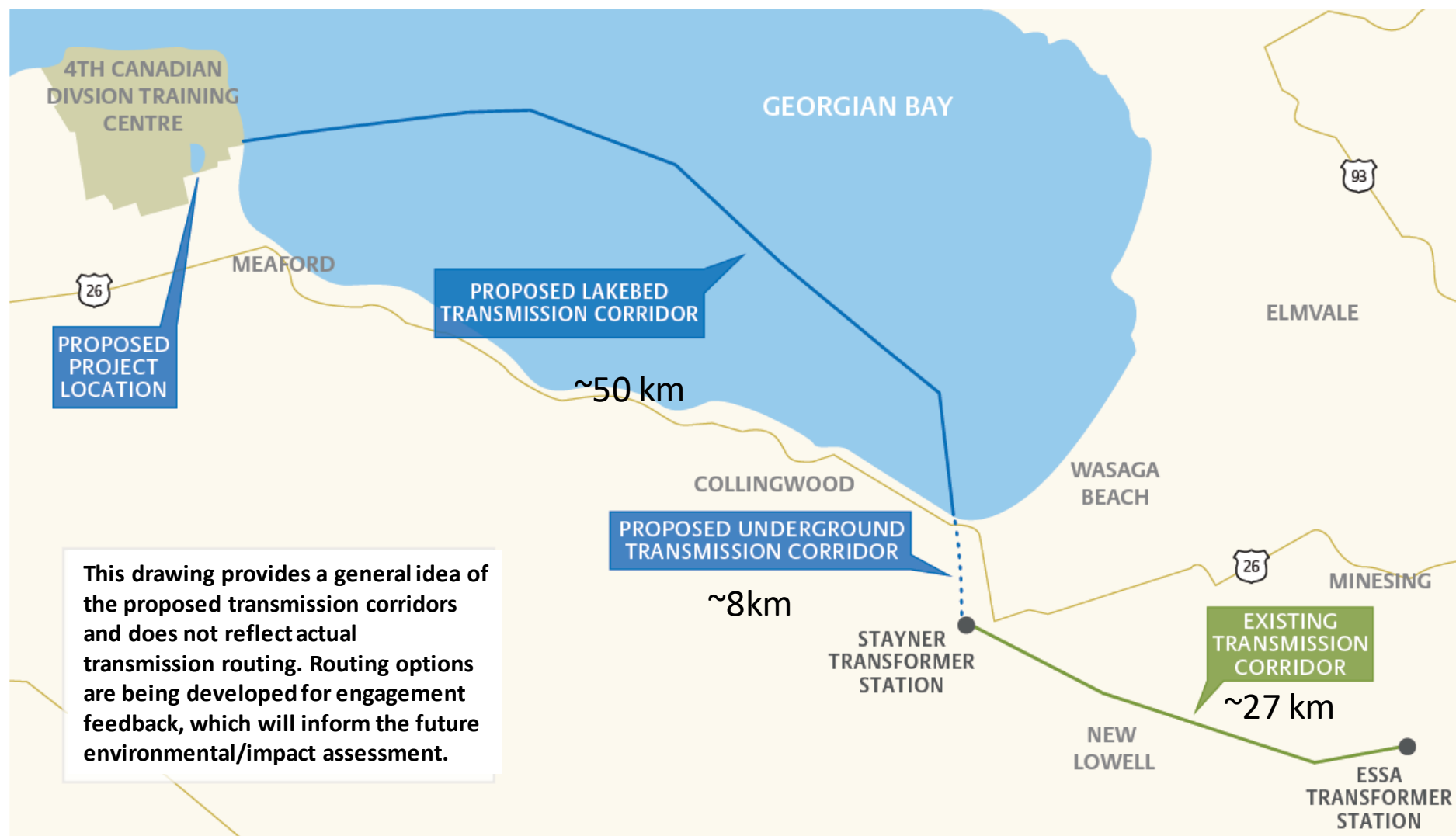


**= 150,000 cars
taken off of
the road**

Project Location

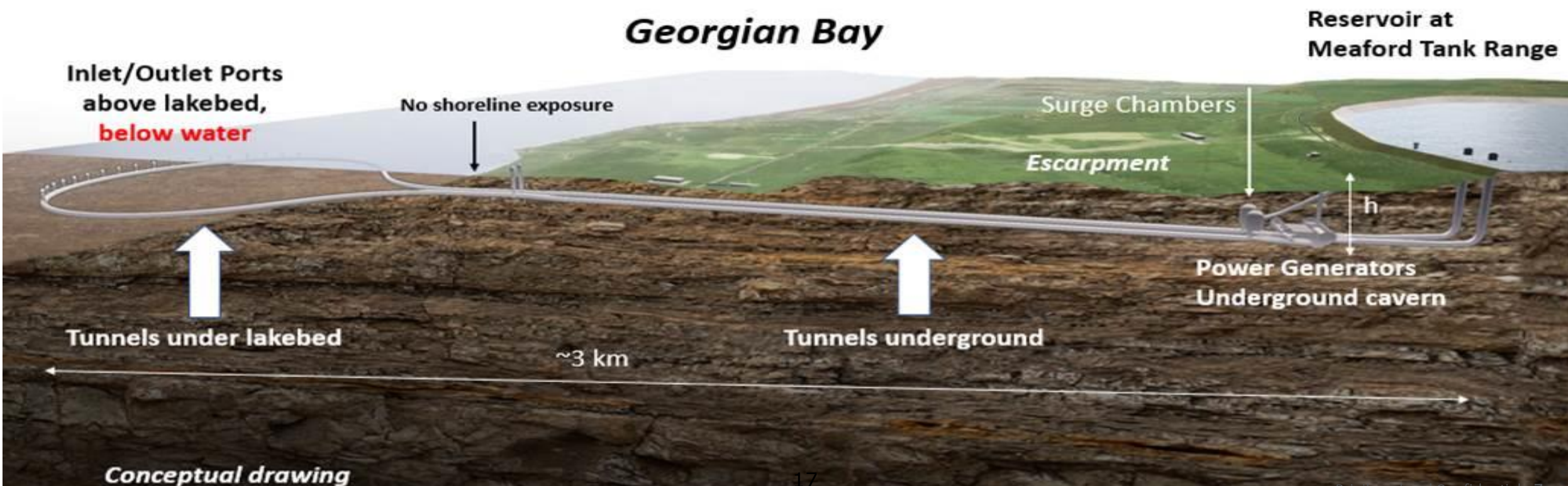


Connecting to the grid



Design in the Public Eye

Protecting Fish and Water



Inlet/Outlet Ports Below Lake Surface

Top of Ports positioned well below lake surface



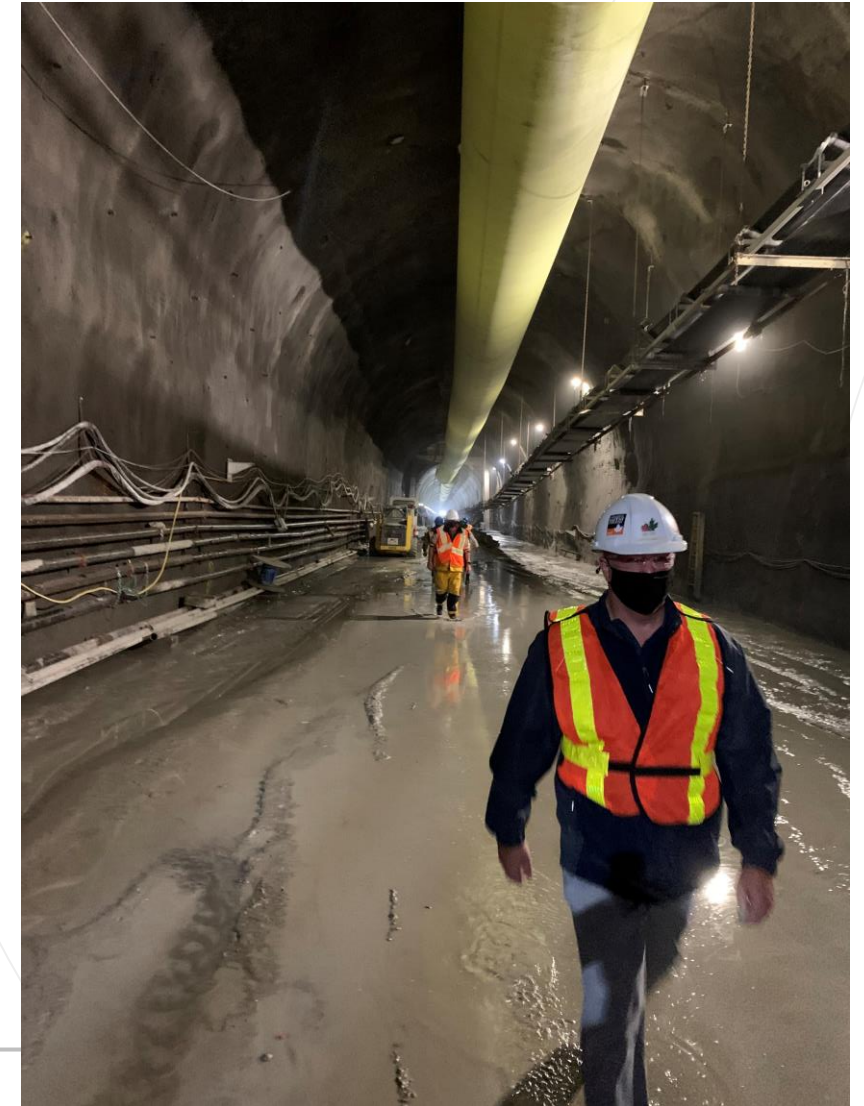
Top and bottom of Ports capped to redirect water flow horizontally, reducing turbidity

Multiple Inlet/Outlet Ports

Georgian Bay

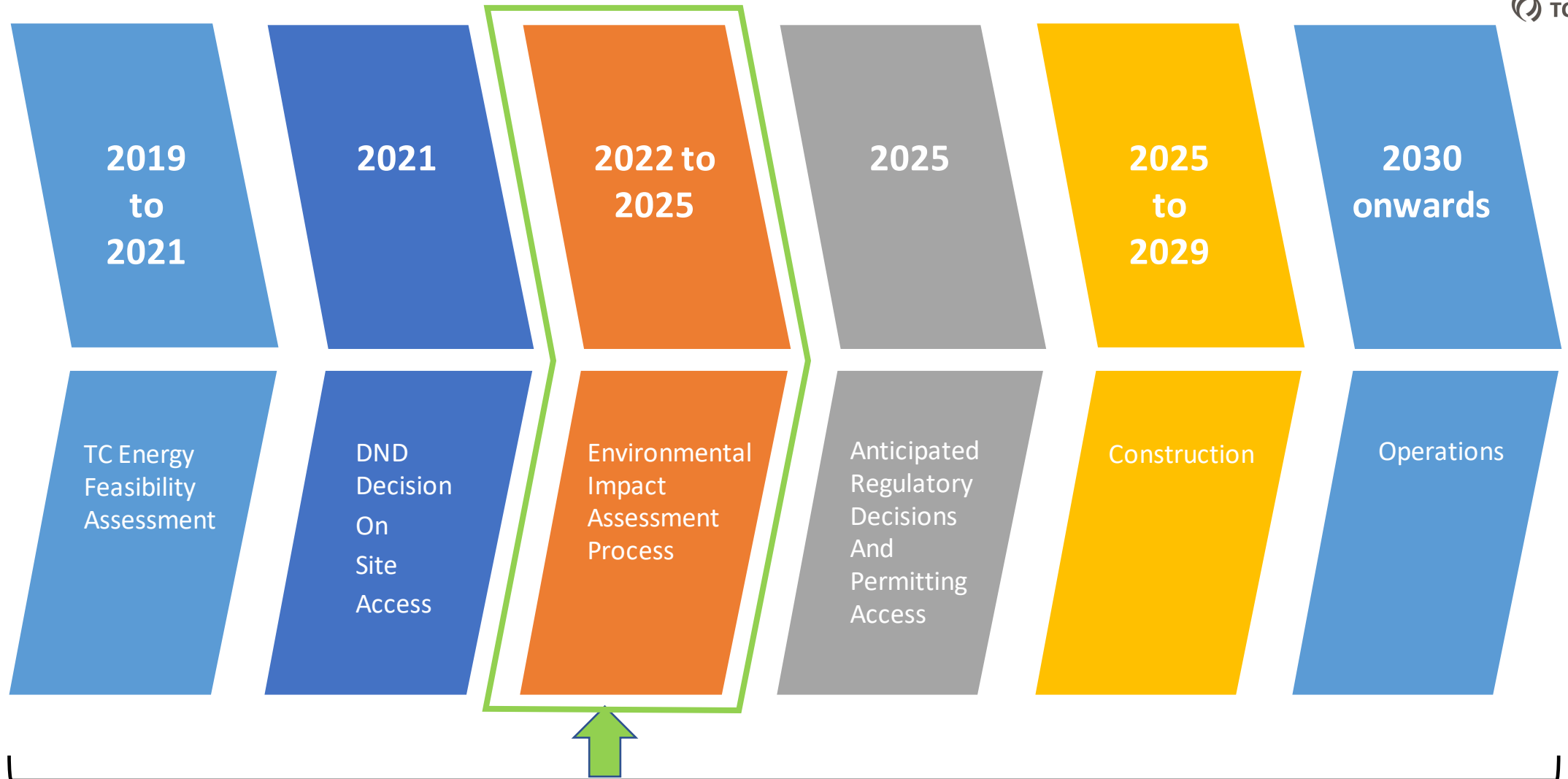
Conceptual drawing

Tunnel Boring



Construction In-water

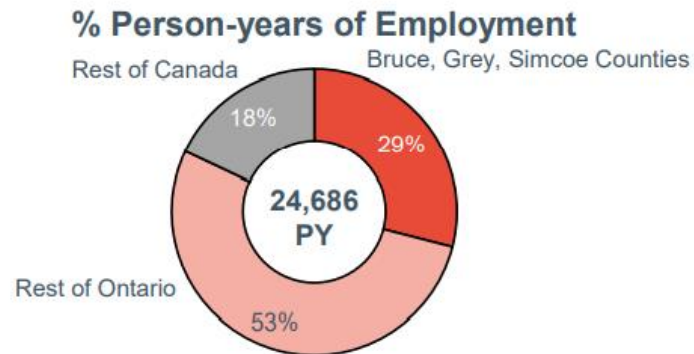
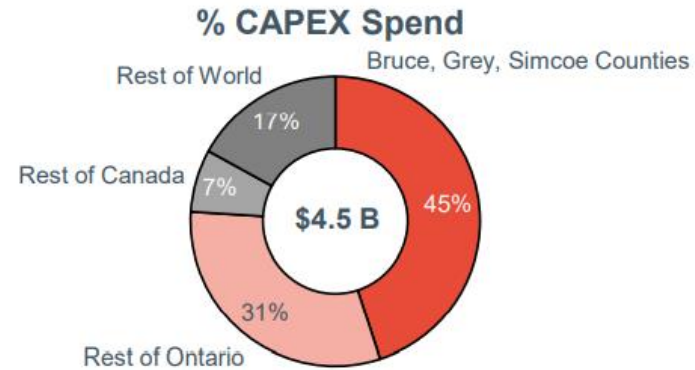




Ongoing engagement and CTC collaboration

Made-In-Ontario Economic Development

Estimated resource deployment



Sources: TC Energy (CAPEX and PY estimates), Hatch analysis.

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Potential suppliers in Ontario



TC Energy Investing Now...



Makwa-Cahill LP, a fully qualified Indigenous construction and fabrication company working within the energy sector, is pleased to announce that they have been selected by TC Energy to conduct a constructability and fabrication review of the inlet/outlet structures for TC Energy's pumped storage project in Meaford, Ontario.



Hatch to provide reservoir safety guidance and expertise, as well as advisory services, for the development of our transformative 1,000 MW Pumped Storage Project.



Georgian College researchers are launching a new multi-stage project with TC Energy to identify local trade, service, and people resource providers within Grey, Bruce and Simcoe counties.

Project Supporters



“Maintaining resilient and reliable energy infrastructure is essential for a vibrant economy in Ontario. Planning for assets like the Ontario Pumped Storage Project will help ensure that the Province stays on track to produce low carbon energy that will power our economy, when we need it..”

- Rocco Rossi, President and CEO, Ontario Chamber of Commerce



“Ducks is impressed with TC Energy’s commitment to listening to the community. When the community expressed concerns about how to protect Georgian Bay, TC Energy redesigned some key elements to address and mitigate these concerns...Ducks is pleased to continue to monitor this project as it starts the environmental regulatory process”

- Mark Gloutney, National Director of Science – Ducks Unlimited

Laborers'
International
Union of
North America

LiUNA!

“We believe the Ontario Pumped Storage Project presents a unique opportunity to provide training and employment opportunities in the province, in support of well paying, middle class skilled jobs to help our economy grow, while addressing important climate concerns through the storage of clean energy”

- Jack Oliveira, Business Manager, LiUNA OPDC and LiUNA, Local 183

More Project Supporters



“Pollution Probe has worked for decades to protect the health of the Great Lakes and to better understand the impacts of different energy futures. TC Energy’s proposed Ontario Pumped Storage Project is a positive example of how an open engagement process and a willingness to consider the input of the community can contribute to shaping infrastructure projects with both of these objectives in mind. Pollution Probe will continue to consult with TC Energy and the Georgian Bay community as the pumped storage project moves through the environmental assessment process to ensure the protection of the local environment remains a key focus.”

– **Christopher Hilken, CEO, Pollution Probe**



“Addressing water pollution is always a top priority. By creating an innovative design based on public feedback, their proposed deep water, inlet-outlet diffuse water infrastructure; their buried powerhouse and tunnelling systems; and openness and transparency in their designs gives us confidence this energy storage project will help address pollution issues in Georgian Bay. We look forward to seeing how this Ontario Pumped Storage Project unfolds.”

– **Mark Mattson, President and CEO Swim Drink Fish**



Our Ask

Impact Assessment

Direct Staff to review upcoming Impact Assessment submissions and decide on level of engagement in early 2023

Economic Opportunities

Direct Staff to share with the Project socio-economic data including local vendors, suppliers who might be interested in the Project.

Engagement

Provide the Project with feedback, advice and suggestions on how your community would like to be engaged through the regulatory process and get informed about the Project.



Questions?

Ensuring that we protect Georgian Bay and the surrounding environment as we develop this project is our priority.

www.ontariopumpedstorage.com



or

www.poweredbymeaford.com



energy_storage@tcenergy.com



(519) 538-7941



Township of Southgate

Minutes of Council Meeting

December 7, 2022
9:00 AM
Holstein Council Chambers

Members Present: Mayor Brian Milne
Deputy Mayor Barbara Dobreen
Councillor Jason Rice
Councillor Jim Ferguson
Councillor Martin Shipston
Councillor Joan John
Councillor Monica Singh Soares

Staff Present: Dave Milliner, Chief Administrative Officer
Lindsey Green, Clerk
William Gott, Treasurer
Bev Fisher, Chief Building Official
Derek Malynyk, Fire Chief
Clinton Stredwick, Planner
Kayla Best, HR Coordinator
Holly Malynyk, Legislative Assistant

1. Call to Order

Mayor Milne called the meeting to order at 9:00 AM.

2. Land Acknowledgement

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it reflects our histories; may we live in peace and friendship with all its diverse people.

3. Open Forum - Register in Advance

No members of the public spoke at open forum.

4. Confirmation of Agenda

No. 2022-761

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that Council confirm the agenda as presented.

Carried

5. Declaration of Pecuniary Interest

Deputy Mayor Dobreen declared a pecuniary interest to item 9.3.2 - Staff Report CL2022-032 - Public Members Committee and Board appointments as the person recommended for appointment to the Police Service Board is her spouse and did not participate in the discussion or vote on the item. The vote was split, so the Police Service Board recommendation was voted on separately following the remainder of the Committee and Board recommendations.

6. Public Meeting

6.1 C18-22 - Tyler Colwell - Plan 480, Blk J, Lot 1 to 2 - Geographic Village of Dundalk

6.1.1 Background

The Purpose of the proposed Zoning by-law amendment application is to permit a twenty four (24) hour gym to be located on the subject property. In addition, the by-law will provide relief from the parking requirements as required.

The Effect of the proposed zoning by-law amendment would be to amend the provisions of the C3-54 zone that is on the subject lands to permit a 24 hours gym and the parking that is required.

6.1.2 Application and Notice of Public Meeting

Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

6.1.3 Comments Received from Agencies and the Public

Planner Clinton Stredwick reviewed comments from the County of Grey and the Grand River Conservation Authority. There was one comment received from Tammy Benoit, member of the public.

6.1.4 Questions from Council

There were no questions from Members of Council.

6.1.5 Applicant or Agent

The Applicant was in attendance to speak to the application.

6.1.6 Members of the Public to Speak

Member of the public Stephanie Carriere was in attendance to speak in support of the proposed application. There were no members of the public present to speak in opposition to the proposed application.

6.1.7 Further Questions from Council

Members asked further questions and staff provided responses.

6.2 C20-22 - EBM Farms Inc - Con 1 PT Lot 38 - Geographic Township of Proton

6.2.1 Background

The Purpose of the proposed zoning by-law amendment application is to allow for an Agricultural related use being a small scale Industrial Use shop. The owners wish to add the shop to the list of permitted uses to a new Agricultural exception zone (A1-XXX). The shop, including office and power room is proposed to be up to 750m² with outside storage of approximately 500m².

The Effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands from Agricultural exception (A1-8) to Agricultural exception (A1-XXX), to permit the Industrial Use shop. Any Environmental Protection Zone

6.2.2 Application and Notice of Public Meeting

Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

6.2.3 Comments Received from Agencies and the Public

Planner Clinton Stredwick reviewed comments received from the County of Grey, the Grand River Conservation Authority and the Historic Saugeen Metis. There were no comments received from members of the public.

6.2.4 Questions from Council

There were no questions from Members of Council.

6.2.5 Applicant or Agent

The Applicant and Agent were not in attendance to speak in support of or in opposition to the proposed application.

6.2.6 Members of the Public to Speak

There were no members of the public in attendance to speak in support of or in opposition to the proposed application.

6.2.7 Further Questions from Council

Members asked further questions and staff provided responses.

6.3 Adjournment

The Public Planning Meeting adjourned at 9:42 AM.

7. Delegations & Presentations

7.1 Saugeen Valley Conservation Authority Delegation - Jennifer Stephens, General Manager

No. 2022-762

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive the delegation from the Saugeen Valley Conservation Authority as information.

Carried

Council recessed at 10:17 AM and returned at 10:29 AM.

8. Adoption of Minutes

No. 2022-763

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council approve the minutes from the October 5, 2022 Council and Closed Session meetings as presented; and

That Council approve the minutes from the November 2, 2022 Special Council meeting as presented; and

That Council approve the minutes from the November 21, 2022 Inaugural Council meeting as presented; and

That Council approve the minutes from the November 23, 2022, November 28, 2022 and November 29, 2022 Special Council and Closed Session meetings as presented.

Carried

9. Reports of Municipal Officers

9.1 Fire Chief Derek Malynyk

9.1.1 FIRE2022-020- Firefighter Years of Service Payment

No. 2022-764

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report FIRE2022-020 for information; and

That Council approve the HR Coordinator to amend Southgate Policy #1 Personnel Policy 16 A) to separate an employee or council members years of service from their volunteer firefighter years of service.

Carried

9.2 Treasurer William Gott

9.2.1 FIN2022-034 - Replacement of Folder/Inserter

Moved By Councillor Singh Soares

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report FIN2022-034 Replacement of Folder/Inserter as information; and

That Council authorizes the Treasurer to proceed with entering into a contract with Pitney Bowes for the lease of a folder/inserter machine for \$298.33 per month for 66 months.

Deputy Mayor Dobreen moved the following motion.

No. 2022-765

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council defer approval of Staff Report FIN2022-034 to the December 14th Special Council meeting or the December 21st Regular Council meeting; and

That Council direct the Treasurer to return to Council with information on purchasing the folder/inserter unit outright with associated warranty costs for comparison versus leasing the unit.

Carried

9.3 Clerk Lindsey Green

9.3.1 CL2022-032 – Council Members 2022-2026 Committee and Board Appointments

No. 2022-766

Moved By Councillor Rice

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report CL2022-032 for information; and

That Council appoint the following members, as amended, to the Township of Southgate's Committees and Local Boards to coincide with the 2022-2026 Term of Council:

1. Ruth Hargrave Memorial Library Board:
Councillor Martin Shipston, Councillor Joan John;
2. Police Services Board:
Mayor Brian Milne, Councillor Jim Ferguson;
3. Public Liaison Committee:
Councillor Jim Ferguson;
4. Recreation Advisory Committee:
Councillor Jason Rice, Councillor Jim Ferguson,
Councillor Monica Singh Soares;
5. Community Fund Management Committee:
Deputy Mayor Barbara Dobreen, Councillor Monica
Singh Soares, Councillor Joan John;
6. Affordable-Attainable Housing Committee:
Councillor Martin Shipston, Councillor Joan John;
7. Wellington-North Recreation Advisory Committee:
Councillor Jim Ferguson;
8. Saugeen Valley Conservation Authority Board:
Deputy Mayor Barbara Dobreen;
9. Saugeen Mobility and Regional Transit Board:
Councillor Monica Singh Soares, Deputy Mayor
Dobreen (Alternate Member);
10. Grey County Farm Safety Association:
Councillor Jason Rice;
11. Lystek Public Advisory Committee:
Councillor Joan John;
12. Mount Forest Doctor Recruitment Committee:
Mayor Brian Milne;
13. Upper Grand Liaison Committee:
Deputy Mayor Barbara Dobreen; and

That Councillor Martin Shipston be appointed as the Alternate County of Grey Council Representative; and
That Council disband the Fire Department Advisory and Support Committee.

Carried

9.3.2 CL2022-033-Public Members 2022-2026 Committee and Board Appointments

Councillor Shipston moved the following motion.

No. 2022-767

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council separate the motion to remove the Police Services Board recommendation to vote on separately following the remainder of the committees.

Carried

No. 2022-768

Moved By Councillor Singh Soares

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2022-033 for information; and

That the following individuals be appointed to the committees and local boards as listed below:

- Ruth Hargrave Memorial Library Board:
 1. Leigh Gorman;
 2. Muriel Scott;
 3. Pam Burgess;
 4. Deedra Watson; and
 5. Janice Kaikkonen

- Public Liaison Committee:
 1. Karen Cheeseman
- Affordable-Attainable Housing Committee:
 1. Gerry McNalty;
 2. Jordan DeJong;
 3. Carolynn Dyer;
 4. Samantha Burgoine; and
 5. Nola Marion
- Community Fund Management Committee:
 1. Heather Renton;
 2. Carolynn Dyer
- Fence Viewers Appointment:
 1. Brian Stevenson; and
 2. Doug Roberts
- Livestock Evaluator Appointment:
 1. Brian Stevenson

That Council consider approval of By-law 2022-163 to appoint Fence Viewers; and

That Council consider approval of By-law 2022-169 to appoint a Livestock Valuer; and

That Council approve the amended Southgate Affordable-Attainable Housing Advisory Committee Terms of Reference document as presented; and

That Council disband the Township of Southgate Senior's Advisory Committee at this time; and

That staff prepare the Committee and Board appointment letters on behalf of Mayor Milne to distribute to each newly appointed committee member.

Carried

Deputy Mayor Dobreen declared a pecuniary interest to item 9.3.2 - Staff Report CL2022-032 - Public Members Committee and Board appointments as the person recommended for appointment to the Police Service Board is her spouse and did not participate in the discussion or vote on the item.

No. 2022-769

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council appoint Allen Dobreen to the Police Service Board for the 2022-2026 term.

Carried

9.3.3 By-law 2022-163 - Appointment of Fence Viewers

No. 2022-770

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that by-law number 2022-163 being a By-law to Appoint Fence Viewers for the Township of Southgate, Pursuant to the Provisions of the Line Fences Act, R.S.O., and to repeal by-law 2019-018 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.3.4 By-law 2022-169 - Appointment of Livestock Valuers

No. 2022-771

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that by-law number 2022-169 being a by-law to appoint livestock valuers for the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

**9.3.5 CL2022-034 – 2023 Council Calendar
Recommendation**

No. 2022-772

Moved By Councillor Singh Soares

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2022-034 for information; and

That Council provide direction to staff on 2023 Council meeting times.

Carried

**9.3.6 CL2022-035 – Council Member 2023 Conference
Attendance Approval**

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2022-035 for information; and

That Council provide direction to staff on how to proceed with members 2023 conference attendance.

Deputy Mayor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2022-773

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council amend the second clause of the motion to state: "**That** Council approve the following members to attend the 2023 Conferences as listed:

- Rural Ontario Municipal Association (ROMA): Councillor Singh Soares;
- Ontario Good Roads Association (OGRA): Mayor Milne, Deputy Mayor Dobreen, Councillor Rice, Councillor Ferguson, Councillor John;
- Federation of Canadian Municipalities (FCM): Mayor Milne, Councillor Shipston, Councillor Singh Soares;
- Ontario Associations of Committees of Adjustment (OACA); Councillor Shipston, Councillor John
- Ontario Associations of Police Service Boards (OAPSB): Mayor Milne; and
- Associations of Municipalities of Ontario (AMO): Deputy Mayor Dobreen, Councillor John."

Carried

Motion as Amended:

No. 2022-774

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2022-035 for information; and

That Council approve the following members to attend the 2023 Conferences as listed:

- Rural Ontario Municipal Association (ROMA): Councillor Singh Soares;
- Ontario Good Roads Association (OGRA): Mayor Milne, Deputy Mayor Dobreen, Councillor Rice, Councillor Ferguson, Councillor John;

- Federation of Canadian Municipalities (FCM): Mayor Milne, Councillor Shipston, Councillor Singh Soares;
- Ontario Associations of Committees of Adjustment (OACA); Councillor Shipston, Councillor John
- Ontario Associations of Police Service Boards (OAPSB): Mayor Milne; and
- Associations of Municipalities of Ontario (AMO): Deputy Mayor Dobreen, Councillor John.

Carried

Deputy Mayor Milne moved the following motion.

No. 2022-775

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council proceed past noon.

Carried

9.3.7 CL2022-036 - 2023 Committee of Adjustment Appointments

No. 2022-776

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2022-036 for information; and

That Council consider approval of By-law 2022-160 being a by-law to constitute and appoint members to the Committee of Adjustment for 2023.

Carried

9.3.8 By-law 2022-160 - Committee of Adjustment Member Appointments 2023

No. 2022-777

Moved By Councillor John

Seconded By Councillor Ferguson

Be it resolved that by-law number 2022-160 being a by-law to Constitute and Appoint Members to the Committee of Adjustment be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

Council recessed at 12:00 PM and returned at 12:11 PM.

9.4 Public Works Manager Jim Ellis

9.4.1 PW2022-053 - Bridge S114 Load Evaluation and Recommended Load Posting

No. 2022-778

Moved By Councillor Shipston

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive Staff Report PW2022-053 for information; and

That Council approve the recommendation to post Bridge S114 as a triple load posting of 12 Tonnes, 18 Tonnes and 23 Tonnes by by-law No. 2022-168; and

That Council approves the yield to oncoming traffic signage to be posted in the westbound and eastbound lanes on Southgate Road 04 at the approaches of Bridge S114.

Carried

9.4.2 By-law 2022-168 - Bridge S114 Load Restriction

No. 2022-779

Moved By Councillor Shipston
Seconded By Councillor Singh Soares

Be it resolved that by-law number 2022-168 being a by-law to restrict the weight of vehicles passing over certain roads be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.4.3 PW2022-054 2022-2023 Winter Operational Plan

No. 2022-780

Moved By Councillor John
Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report PW2022-054 for information; and

That Council approves and endorses the 2022/2023 Southgate Winter Operations Planning Document.

Carried

9.4.4 PW2022-055 - ICIP Green 2021 Transfer Payment Agreement

No. 2022-781

Moved By Councillor Rice
Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report PW2022-055 for information; and

That Council consider approving executing the ICIP Green Stream 2021 Transfer Payment Agreement by By-law No. 2022-171.

Carried

**9.4.5 By-law 2022-171 - ICIP Green 2021 Transfer
Payment Agreement - Victoria Street**

No. 2022-782

Moved By Councillor Rice

Seconded By Councillor Ferguson

Be it resolved that by-law number 2022-171 being a by-law to authorize an agreement between Her Majesty the Queen in Right of Ontario and The Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.5 Chief Administrative Officer Dave Milliner

**9.5.1 CAO2022-079 Southgate Meadows Inc. Flato North
Phase 2A 3 Developments Security Reduction
Report Final**

No. 2022-783

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that Council receive staff report CAO2022-079 as information; and

That Council approve the Flato Dundalk Meadows Inc., Flato North Phase 2A & 3 Subdivision Preliminary Acceptance of the Stages III & IV servicing work with the warranty period to begin December 1st, 2022; and

That Council approve the Flato Dundalk Meadows subdivision developments' request for a security reduction of \$373,934.97 based on worked completed in the Flato North residential project.

Carried

9.6 HR Coordinator Kayla Best

9.6.1 HR2022-054 - Staff 2023 Wage Grid and Steps

Deputy Mayor Dobreen requested a recorded vote on the main motion.

No. 2022-784

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council receive staff report HR2022-054 for information; and

That Council approve a one step pay band increase for eligible employees, effective January 1, 2023; and

That Council approve the COLA increase of 4% to the 2023 Staff Pay Grid, Council Pay Grid and Volunteer Firefighter Pay Grid, effective January 1, 2023; and

That Council approve the COLA increase of 4% to all affected agreements and other Township established inflationary conditions, effective January 1, 2023; and

That Council approve an additional 2.5% increase to the Staff Pay Grid as part of the initial budget adjustments in the Market Check process for 2023, effective January 1, 2023.

Yay (6): Mayor Milne, Deputy Mayor Dobreen, Councillor Jim Ferguson, Councillor Shipston, Councillor Joan John, and Councillor Monica Singh Soares

Nay (1): Councillor Rice

Carried (6 to 1)

9.6.2 HR 2022-055 - Job Description Reviews

No. 2022-785

Moved By Councillor Rice

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive staff report HR2022-055 for information; and

That Council direct staff to review Job Description updates through the Job Evaluation Committee; and

That Council direct staff to bring back Job Evaluation Committee recommendations to a future Council meeting.

Carried

9.6.3 HR2022-056 - Health and Safety Policy

No. 2022-786

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive staff report HR2022-056 for information; and

That Council approve the Health and Safety Policy #33A and Statement by municipal By-Law 2022-170; and

That the Mayor sign the Health and Safety Policy Statement for the 2022-2023 period.

Carried

9.6.4 By-law 2022-170 - Adopt Health and Safety Policy

No. 33 A

No. 2022-787

Moved By Councillor Singh Soares

Seconded By Councillor Shipston

Be it resolved that by-law number 2022-152 being a By-law to adopt a "Health and Safety Policy" known as Policy Number 33 A, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

9.7 Planner Clinton Stredwick

9.7.1 PL2022-079 - Planning Application Process

No. 2022-788

Moved By Councillor Ferguson
Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report PL2022-079 for information; and

That Council direct staff to proceed with bringing forward the various recommendations in this report for consideration at the next opportunity.

Carried

10. By-laws and Motions

None.

11. Notice of Motion

None.

12. Consent Items

12.1 Regular Business (for information)

No. 2022-789

Moved By Councillor Ferguson
Seconded By Councillor John

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 7, 2022, and direct staff to proceed with all necessary administrative actions.

Carried

12.1.1 FIRE2022-021- Volunteer Firefighter Appointment

12.1.2 FIRE2022-022- Volunteer Firefighter Retirement

12.1.3 PL2022-080 - Bill 23 Update

12.1.4 HR2022-057 - Public Works Staffing Updates

12.1.5 FIN2022-035 - 2021 Financial Statements

12.1.6 Township of Southgate 2021 Audited Financial Statements

12.1.7 Librarian CEO Report - October 2022

12.1.8 Librarian CEO Report - November 2022

12.2 Correspondence (for information)

No. 2022-790

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 7, 2022 (save and except items 12.2.1) as information.

Carried

12.2.1 Hawks Nest Southgate Sponsor Request Letter 2023 - received October 17, 2022

Deputy Mayor Dobreen moved the following motion.

No. 2022-791

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receive correspondence consent item 12.2.1 - Hawks Nest Southgate Sponsor Request; and

That Council refer this request to the Treasurer and Economic Development Officer to see if they qualify for future funding opportunities and bring back further information to Council.

Carried

12.2.2 MMAH - More Homes Built Faster Act - Bill 23 - received October 25, 2022

12.2.3 Congratulatory Letter from Premier Doug Ford - received November 15, 2022 - redacted

12.2.4 Watson and Associates - Standing Committee on Bill 23 - received November 17, 2022

12.2.5 Watson and Associates - Bill 23 Letter to Our Clients - received November 29, 2022

12.2.6 SMART - 2023 Contributions from Southgate - received November 29, 2022

12.2.7 MMAH - Response to Bill 23 Comments - received November 30, 2022

12.3 Resolutions of Other Municipalities (for information)

No. 2022-792

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated December 7, 2022, as information.

Carried

12.3.1 Township of Puslinch - Bill 23 Proposed Changes - received November 17, 2022

12.3.2 City of Mississauga - Bill 23 More Homes Built Faster - received November 23, 2022

12.3.3 Municipality of Lambton Shores - Bill 23 Consultation - received November 23, 2022

12.3.4 Town of Aurora - Opposition to Bill 23 - More Homes Built Faster Act 2022 - received November 24, 2022

12.3.5 Town of Aurora - Modifications to York Region Official Plan - received November 24, 2022

12.3.6 Town of Georgina - Bill 23 - received November 24, 2022

12.3.7 Norfolk County Letter Re Bill 23 - More Homes Built Faster Act, 2022 - received November 25, 2022

12.3.8 City of Stratford - VIA Rail Resolution - received November 28 2022

12.4 Closed Session (for information)

None.

13. County Report

Deputy Mayor Dobreen congratulated Mayor Milne on being sworn in as Warden for the County of Grey for the 2023 term and added that the County has been focusing mostly on Councillor training so far.

14. Members Privilege - Good News & Celebrations

Deputy Mayor Dobreen commented that the Dundalk drive thru Santa Claus Parade was a great event, and congratulations to all who participated. She also reminded members and the public of the Holstein non-motorized Santa Claus Parade happening on Saturday, December 10th in Holstein at 10 a.m.

Mayor Milne noted that he attended an event about Agnes McPhail hosted by the Friends of the South Grey Museum in Flesherton where they shared a documentary revolving around Agnes McPhail's life also known as "The Lady of Grey".

15. Closed Meeting

No. 2022-793

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council proceed into closed session at 1:05 PM in order to address matters relating to Litigation or Potential Litigation (Sec. 239(2)(e)) (Subject: Update meeting with Southgate's legal counsel), Labour Relations or Employee Negotiations (Sec. 239(2)d) and Personal Matters about an Identifiable Individual (Sec. 239(2)b) (Subject: Chief Administrative Officer Position Recruitment - Verbal

Update); and

That Township Solicitor Robert Brown of Stutz Brown and Self Professional Corporation, Treasurer William Gott, Chief Building Official Bev Fisher, HR Coordinator Kayla Best, Clerk Lindsey Green and Chief Administrative Officer Dave Milliner remain in attendance, as required.

Carried

Council recessed at 1:05 PM and returned at 1:16 PM.

Township Solicitor Robert Brown of Stutz Brown and Self Professional Corporation, Treasurer William Gott, Chief Building Official Bev Fisher and Chief Administrative Officer Dave Milliner left the meeting at 1:55 PM and did not return.

No. 2022-796

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that Council come out of Closed Session at 2:07 PM.

Carried

15.1 Litigation or Potential Litigation (Sec. 239(2)(e))
(Subject: Update meeting with Southgate's legal counsel)

15.2 Labour Relations or Employee Negotiations (Sec. 239(2)d) and Personal Matters about an Identifiable Individual (Sec. 239(2)b) (Subject: Chief Administrative Officer Position Recruitment - Verbal Update)

16. Confirming By-law

No. 2022-797

Moved By Councillor Rice

Seconded By Councillor Singh Soares

Be it resolved that by-law number 2022-167 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on December 7, 2022 be read a first, second and third time, finally passed, signed by

the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

17. Adjournment

No. 2022-798

Moved By Mayor Milne

Be it resolved that Council adjourn the meeting at 2:10 PM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Township of Southgate
Minutes of Special Council Meeting

December 14, 2022
9 AM
Holstein Council Chambers

Members Present: Mayor Brian Milne
Deputy Mayor Barbara Dobreen
Councillor Jason Rice
Councillor Jim Ferguson
Councillor Martin Shipston
Councillor Monica Singh Soares

Members Absent: Councillor Joan John

Staff Present: Dave Milliner, Chief Administrative Officer
Lindsey Green, Clerk
Jim Ellis, Public Works Manager
William Gott, Treasurer
Bev Fisher, Chief Building Official
Kevin Green, Facilities Manager
Lacy Russell, Librarian CEO
Derek Malynyk, Fire Chief
Terri Murphy, Economic Development Officer
Clinton Stredwick, Planner
Kayla Best, HR Coordinator
Aakash Desai, Asset Management Coordinator and
Financial Analyst
Holly Malynyk, Legislative Assistant

1. Call to Order

Mayor Milne called the meeting to order at 9:00 AM.

2. Confirmation of Agenda

No. 2022-799

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that Council confirm the agenda as amended.

Carried

3. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

4. Delegations & Presentations

4.1 South Grey Chamber of Commerce Delegation - Karen Cox

Deputy Mayor Dobreen moved the following motion.

No. 2022-800

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council waive procedure to allow Emma Pink, owner of Common Grounds Cafe in Dundalk to speak during the South Grey Chamber of Commerce Delegation.

Carried

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council receive the South Grey Chamber of Commerce Delegation presented by Karen Cox for information.

Deputy Mayor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2022-801

Moved By Deputy Mayor Dobreen
Seconded By Councillor Shipston

Be it resolved that Council amend the motion to add a second clause that states: "**That** Council direct staff to return to Council with a recommendation on the Memorandum of Understanding and an option of how it could be funded."

Carried

Motion as Amended:

No. 2022-802

Moved By Councillor Ferguson
Seconded By Councillor Rice

Be it resolved that Council receive the South Grey Chamber of Commerce Delegation presented by Karen Cox for information;
and

That Council direct staff to return to Council with a recommendation on the Memorandum of Understanding and an option of how it could be funded.

Carried

5. Committee of the Whole

5.1 Resolve into Committee of the Whole

No. 2022-803

Moved By Deputy Mayor Dobreen
Seconded By Councillor Singh Soares

Be it resolved that Council recess the Special Council meeting at 9:30 AM and move into the Committee of the Whole meeting to allow for fuller discussion regarding the 2023 Operational Budget.

Carried

5.2 Appointment of Chair

No. 2022-804

Moved By Deputy Mayor Dobreen

Seconded By Councillor Rice

Be it resolved that the Committee appoint Mayor Milne as Chair of the Committee of the Whole meeting on December 14, 2022.

Carried

6. Reports of Municipal Officers

6.1 Treasurer William Gott

6.1.1 FIN2022-038 2023 Operating Budget

No. 2022-805

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that the Committee receive Staff Report FIN2022-038 2023 Budget as information; and

That the Committee recommend that Council receive Staff Report FIN2022-038 2023 Budget as information; and

That the Committee recommend that Council direct staff to proceed with all necessary administrative actions.

Carried

Council recessed at 10:08 AM and returned at 10:16 AM.

Councillor Singh Soares moved the following motion.

No. 2022-806

Moved By Councillor Singh Soares

Seconded By Deputy Mayor Dobreen

Be it resolved that Council proceed past noon.

Carried

Council recessed at 11:52 AM and returned at 12:02 PM.

7. Resolve back to Council

No. 2022-807

Moved By Councillor Shipston

Seconded By Councillor Singh Soares

Be it resolved that the Committee resolve back to the Special Council meeting at 12:02 PM.

Carried

8. Motions Resulting from Committee of the Whole

8.1 FIN2022-038 2023 Operating Budget

No. 2022-808

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report FIN2022-038 2023 Budget as information; and

That Council direct staff to proceed with all necessary administrative actions.

Carried

9. Reports of Municipal Officers

9.1 Treasurer William Gott

9.1.1 FIN2022-037 Replacement of Folder/Inserter

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report FIN2022-037 Replacement of Folder/Inserter as information; and

That Council authorizes the Treasurer to proceed with

Pitney Bowes Option 1 to replace the Folder/Inserter machine.

Deputy Mayor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2022-809

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council amend the motion to add a third clause that states: "**That** Council direct Staff to purchase the unit in 2022.

Carried

Motion as Amended:

No. 2022-810

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report FIN2022-037 Replacement of Folder/Inserter as information; and

That Council authorizes the Treasurer to proceed with Pitney Bowes Option 1 to replace the Folder/Inserter machine; and

That Council direct Staff to purchase the unit in 2022.

Carried

9.2 HR Coordinator Kayla Best

9.2.1 HR2022-058 - CAO Hiring

No. 2022-811

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report HR2022-058 for information; and

That Council announce the hiring of the new Chief Administrative Officer of Southgate.

Carried

9.3 Clerk Lindsey Green

9.3.1 CL2022-037 - 2023 Council Meeting Calendar Approval

No. 2022-812

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2022-037 as information; and

That Council approve the 2023 Council Meeting Calendar, as amended.

Carried

9.3.2 CL2022-038 - Holstein General Store request for LCBO Convenience Outlet to operate on Statutory Holidays

Councillor Shipston requested a recorded vote on the main motion.

No. 2022-813

Moved By Councillor Rice

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2022-038 for information; and

That Council approve the Holstein General Store's LCBO Convenience Outlet located at 392046 Grey County Road 109, Holstein to operate on Christmas Day, New Year's Day, Good Friday and Easter Sunday.

Yay (5): Mayor Milne, Deputy Mayor Dobreen, Councillor Rice, Councillor Ferguson, and Councillor Singh Soares

Nay (1): Councillor Shipston

Absent (1): Councillor John

Carried (5 to 1)

10. Closed Meeting

No. 2022-814

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council proceed into Closed Session at 12:25 PM in order to address matters related to Personal Matters about an Identifiable Individual (Sec. 239 2(b))(Subject: Tax Arrears Certificate Registration - Staff Report FIN2022-036C), Personal Matters about an Identifiable Individual (Sec 239(2)(b)) and Labour Relations or Employee Negotiations (Sec 239 2(d))(Subject: Market Check and Employee Compensation - Verbal Report), Personal Matters about an Identifiable Individual (Sec 239 2(b)) and Labour Relations or Employee Negotiations (Sec 239 2(d))(Subject: CAO Transition - Verbal Report); and

That Treasurer William Gott, HR Coordinator Kayla Best, Clerk Lindsey Green and Chief Administrative Officer Dave Milliner remain in attendance as required.

Carried

Council recessed at 12:25 AM and returned at 12:31 AM.

Treasurer William Gott left the meeting at 1:28 PM and did not return.

No. 2022-818

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council come out of Closed Session at 1:44 PM.

Carried

11. By-laws and Motions

11.1 By-law 2022-172 - Tax Arrears Extension Agreement

No. 2022-819

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that by-law number 2022-172 being a by-law to authorize an extension agreement pursuant to Section 378 of the Municipal Act, 2001, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

12. Confirming By-law

No. 2022-820

Moved By Councillor Rice

Seconded By Councillor Singh Soares

Be it resolved that by-law number 2022-173 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on December 14, 2022 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

13. Adjournment

No. 2022-821

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council adjourn the meeting at 1:46 PM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Staff Report FIN2022-040

Title of Report: FIN2022-040 Fees and Charges

Department: Finance

Council Date: December 21, 2022

Recommendation:

Be it resolved that Council received Staff Report FIN2022-021 Fees and Charges as information; and

That Council consider By-law 2022-180, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

Background:

On August 3, 2022, Council received Staff Report SR-FIN2022-021 and passed By-law 2022-103 being a by-law to establish fees and charges for certain services provided by the Township of Southgate, effective September 1, 2022.

Staff Comments:

Staff recommends approval of By-law 2022-180, being a by-law to establish fees and charges for certain services provided by the Township of Southgate to replace By-law 2022-103, effective January 1, 2023.

The following is a summary of the proposed changes to fees and charges:

Schedule A - Administration

Labour related fees increased 8.5% to stay inline with the 2023 Wage Grid. Implementation of a Tax Extension Agreement Fee of \$180 and increasing the Tax Registration Initialization Fee to \$840. Video Recording of meetings increased to \$20 as they would be distributed on a USB stick rather than a compact disc. Printed Tax Sale tender packages went to \$25 to reflect the Realtax's increased costs., plus \$10 if mailed.

Schedule B - Fire

8.5% increase to labour related fees.

Schedule C - Building

No change.

Schedule D - Property Standards

8.5% increase to labour related fees.

Schedule E - Police

8.5% increase to fee.

Schedule F – Canine Control

8.5% increase to fees. Dog tag fee increased to \$40 to better reflect staff time invoicing and sending out the tag.

Schedule G - Roads

Fees increased 8.5%

Schedule H - Parking

No changes.

Schedule I- Solid Waste

Reinstated a \$10 fee for household loads of organic waste. Increased the cost of a special site opening by 8.5%. The remaining fees to be adjusted on September 1, 2023.

Schedule J - Cemetery

Fees increased 8.5%.

Schedule K - Recreation

No change. To be updated September 1, 2023

Schedule L - Library

Genealogy Research fee increased 8.5%.

Schedule M - Planning

Fee structure reviewed and updated based on the estimated time required with the impact of Bill 23. Also implemented a Pre-consultation Fee of \$500, a Redline vision review fee of \$1,500, a MZO Request Review fee of \$1,000, and a servicing allocation agreement fee of \$1,200, and eliminated the fee for Extension of Legal non-conforming use as it was no longer required.

Schedule N – Risk Management

Fees increased 8.5%

Schedule O - Wastewater

Fees increased 8.5%.

Schedule P- Water

Fees increased 8.5%.

Financial Implications:

The 2023 Budget will reflect revenues based on the approved fees and charges by-law.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

By-law 2022-180, being a by-law to establish fees and charges for certain services provided by the Township of Southgate be considered for approval.

Respectfully Submitted,

Treasurer Approval: **Original Signed By**
William Gott, CPA, CA Treasurer

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Attachment:

1. Proposed vs Current Fees and Charges Comparison

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule A - Administration

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Photocopies									
Black & White (per page)	\$ 0.44 ea	\$ 0.06	\$ 0.50	\$ 0.44 ea	\$ 0.06	\$ 0.50	\$ -	\$ -	\$ -
Colour (per page)	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Faxes (sending & receiving)									
First page	\$ 1.77 ea	\$ 0.23	\$ 2.00	\$ 1.77 ea	\$ 0.23	\$ 2.00	\$ -	\$ -	\$ -
Each page thereafter	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Laminating (per page)	\$ 1.77 ea	\$ 0.23	\$ 2.00	\$ 1.77 ea	\$ 0.23	\$ 2.00	\$ -	\$ -	\$ -
Southgate Flags	\$ 105.75 ea	\$ 13.75	\$ 119.50	\$ 105.75 ea	\$ 13.75	\$ 119.50	\$ -	\$ -	\$ -
Southgate Lapel Pins	\$ 2.21 ea	\$ 0.29	\$ 2.50	\$ 2.21 ea	\$ 0.29	\$ 2.50	\$ -	\$ -	\$ -
USB Stick video recording of meetings	\$ 20.00 ea	\$ 2.60	\$ 22.60	\$ 9.29 ea	\$ 1.21	\$ 10.50	\$ 10.71	\$ 1.39	\$ 12.10
History Books									
A History of Dundalk	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ -	\$ -	\$ -
Township of Proton	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ -	\$ -	\$ -
Ventry Area School Reunion (Hopeville Park)	\$ 9.52 ea	\$ 0.48	\$ 10.00	\$ 9.52 ea	\$ 0.48	\$ 10.00	\$ -	\$ -	\$ -
A History of Egremont (update only)	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ -	\$ -	\$ -
The History of Holstein (Holstein History Group)	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ 19.05 ea	\$ 0.95	\$ 20.00	\$ -	\$ -	\$ -
Statement of Account									
Paid or billed - current/one prior year	N/C	\$ -		N/C	\$ -			\$ -	\$ -
Paid or billed - two prior year's history	\$ 30.00 ea	\$ -	\$ 30.00	\$ 27.00 ea	\$ -	\$ 27.00	\$ 3.00	\$ -	\$ 3.00
4 th and prior years history [minimum charge of one half hour]	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Duplicate Tax Bill	\$ 30.00 ea	\$ -	\$ 30.00	\$ 27.00 ea	\$ -	\$ 27.00	\$ 3.00	\$ -	\$ 3.00
Tax Certificate	\$ 60.00 ea	\$ -	\$ 60.00	\$ 54.00 ea	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Tax Registration									
Tax Registration Initialization	\$ 840.00	\$ -	\$ 840.00	\$ 567.00	\$ -	\$ 567.00	\$ 273.00	\$ -	\$ 273.00
Extension Agreement Processing Fee	\$ 180.00	\$ -	\$ 180.00	N/C	\$ -		\$ 180.00	\$ -	\$ 180.00
Tax Sale Tender Package									
Electronic	N/C	\$ -		N/C				\$ -	\$ -
Printed	\$ 25.00	\$ 3.25	\$ 28.25	\$ 10.18	\$ 1.32	\$ 11.50	\$ 14.82	\$ 1.93	\$ 16.75
Mailed	\$ 35.00 ea	\$ 4.55	\$ 39.55	\$ 25.66 ea	\$ 3.34	\$ 29.00	\$ 9.34	\$ 1.21	\$ 10.55
Returned Cheque and/or Returned Pre Authorized withdrawal	\$ 45.00 ea	\$ -	\$ 45.00	\$ 40.50 ea	\$ -	\$ 40.50	\$ 4.50	\$ -	\$ 4.50
Administration Fee for issuing a refund	\$ 45.00 ea	\$ -	\$ 45.00	\$ 40.50 ea	\$ -	\$ 40.50	\$ 4.50	\$ -	\$ 4.50
Administration Fee for change of property ownership	\$ 45.00 ea	\$ -	\$ 45.00	\$ 40.50 ea	\$ -	\$ 40.50	\$ 4.50	\$ -	\$ 4.50
Administration labour fees (calculated on quarter hour increments)	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule A - Administration

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Freedom of Information Request and general information request needing staff research time	\$ 5.00 ea	\$ -	\$ 5.00	\$ 5.00 ea	\$ -	\$ 5.00	\$ -	\$ -	\$ -
Labour	\$ 7.50 /15 min	\$ -	\$ 7.50	\$ 7.50 /15 min	\$ -	\$ 7.50	\$ -	\$ -	\$ -
Photocopying/Computer Printouts	\$ 0.20 per page	\$ -	\$ 0.20	\$ 0.20 per page	\$ -	\$ 0.20	\$ -	\$ -	\$ -
Civil Marriage Service									
During normal office hours	\$ 300.00 ea	\$ 39.00	\$ 339.00	\$ 263.01 ea	\$ 34.19	\$ 297.20	\$ 36.99	\$ 4.81	\$ 41.80
Outside normal office hours	\$ 400.00 ea	\$ 52.00	\$ 452.00	\$ 368.01 ea	\$ 47.84	\$ 415.85	\$ 31.99	\$ 4.16	\$ 36.15
Travel (if ceremony is not held in Council Chambers)	Southgate's Vehicle Mileage Reimbursement Rate / km			Southgate's Vehicle Mileage Reimbursement Rate / km					\$ -
Marriage Licence	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Lottery Licence									
Raffle [minimum \$15]	3% of prize	\$ -	3% of prize	3% of prize	\$ -	3% of prize	\$ -	\$ -	\$ -
50/50 and Bazaar [minimum \$15]	3% of prize	\$ -	3% of prize	3% of prize	\$ -	3% of prize	\$ -	\$ -	\$ -
Break open tickets (per unit)	\$ 20.00 ea	\$ -	\$ 20.00	\$ 20.00 ea	\$ -	\$ 20.00	\$ -	\$ -	\$ -
Bingo – one time	\$ 20.00 ea	\$ -	\$ 20.00	\$ 20.00 ea	\$ -	\$ 20.00	\$ -	\$ -	\$ -
Bingo – per year	\$ 120.00 ea	\$ -	\$ 120.00	\$ 120.00 ea	\$ -	\$ 120.00	\$ -	\$ -	\$ -
Monte Carlo - per event	\$ 20.00 ea	\$ -	\$ 20.00	\$ 20.00 ea	\$ -	\$ 20.00	\$ -	\$ -	\$ -
Blanket Raffle [minimum \$50]	3% of prize	\$ -	3% of prize	3% of prize	\$ -	3% of prize	\$ -	\$ -	\$ -
Fence Viewing									
Fence Viewer Application Fee	\$ 240.00 ea	\$ -	\$ 240.00	\$ 216.00 ea	\$ -	\$ 216.00	\$ 24.00	\$ -	\$ 24.00
Administrative Fee per required viewing: (for staff time, other than fence-viewers)	\$ 60.00 ea	\$ -	\$ 60.00	\$ 54.00 ea	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Services of a Land Surveyor (if required)	Actual costs			Actual costs					
Commissioning Fee									
Resident of Southgate	N/C	\$ -		N/C	\$ -			\$ -	\$ -
Non-resident of Southgate	\$ 15.00 ea	\$ -	\$ 15.00	\$ 13.50	\$ -	\$ 13.50	\$ 1.50	\$ -	\$ 1.50
Appeal of a Municipal Order (this fee is refundable only if the Municipal Order is repealed. If is not refundable if the decision is to amend the Order)	\$ 240.00 ea	\$ -	\$ 240.00	\$ 216.00	\$ -	\$ 216.00	\$ 24.00	\$ -	\$ 24.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule B - Fire

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Fire Inspections									
Single family dwelling									
Owner request	No charge			No charge				\$ -	\$ -
Non-Owner request	\$ 75.00 ea	\$ 9.75	\$ 84.75	\$ 67.50 ea	\$ 8.78	\$ 76.28	\$ 7.50	\$ 0.97	\$ 8.47
Commercial/Industrial buildings (includes residential units within)									
Initial (owner request)	No charge			No charge				\$ -	\$ -
Initial (non-owner request)	\$ 150.00 ea	\$ 19.50	\$ 169.50	\$ 135.00 ea	\$ 17.55	\$ 152.55	\$ 15.00	\$ 1.95	\$ 16.95
Re-inspection	\$ 75.00 ea	\$ 9.75	\$ 84.75	\$ 67.50 ea	\$ 8.78	\$ 76.28	\$ 7.50	\$ 0.97	\$ 8.47
Fire Incident report	\$ 75.00 ea	\$ 9.75	\$ 84.75	\$ 67.50 ea	\$ 8.78	\$ 76.28	\$ 7.50	\$ 0.97	\$ 8.47
File Search	\$ 75.00 ea	\$ 9.75	\$ 84.75	\$ 67.50 ea	\$ 8.78	\$ 76.28	\$ 7.50	\$ 0.97	\$ 8.47
Securing a fire scene (per person, per hour)	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 52.00 /hr	\$ -	\$ 52.00	\$ 8.00	\$ -	\$ 8.00
Natural Gas Leak Incident									
Accidental	No charge			No charge				\$ -	\$ -
Avoidable									
Per apparatus	Current MTO Rate			Current MTO Rate				\$ -	\$ -
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Open Air Fire without permit/approval									
Per apparatus	Current MTO Rate			Current MTO Rate				\$ -	\$ -
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Open Air Fire with permit/approval (at the discretion of the Chief of Fire Official or designate)									
Per apparatus	Current MTO Rate			Current MTO Rate				\$ -	\$ -
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Non-Resident Motor Vehicle Accident/collision/fire (Maximum of 3 apparatus)									
Per apparatus	Current MTO Rate			Current MTO Rate				\$ -	\$ -
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 54.00 /hr	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Other municipal departments or contracted services requested by the Chief Fire Official for fire suppression, specialized rescue or investigation (may include but not limited to rental equipment, cost of materials,damage, excavator)	Actual Cost			Actual Cost					

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule C - Building

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Service									
Deposits									
Pre-occupancy deposit (refundable upon final inspection)	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Deposit for final inspection (refundable in one year - prorated thereafter)	\$ 250.00 ea	\$ -	\$ 250.00	\$ 250.00 ea	\$ -	\$ 250.00	\$ -	\$ -	\$ -
Application Fee (to be applied to permit fee, if issued)	\$ 150.00 ea	\$ -	\$ 150.00	\$ 150.00 ea	\$ -	\$ 150.00	\$ -	\$ -	\$ -
Minimum permit fee	\$ 150.00 ea	\$ -	\$ 150.00	\$ 150.00 ea	\$ -	\$ 150.00	\$ -	\$ -	\$ -
Change of Use permit	\$ 150.00 ea	\$ -	\$ 150.00	\$ 150.00 ea	\$ -	\$ 150.00	\$ -	\$ -	\$ -
Revision to an existing permit	\$ 150.00 ea	\$ -	\$ 150.00	\$ 150.00 ea	\$ -	\$ 150.00	\$ -	\$ -	\$ -
Demolition permit	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Conditional permit	\$100 plus permit fee			\$100 plus permit fee			\$ -	\$ -	\$ -
Compliance letter	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Administrative Fee (BWOP)	2x permit value or \$500, whichever is greater	\$ -		2x permit value or \$500, whichever is greater	\$ -			\$ -	\$ -
Re-inspection fee - after 2 (will be deducted from deposit at posted fee)	\$ 75.00 ea	\$ -	\$ 75.00	\$ 75.00 ea	\$ -	\$ 75.00	\$ -	\$ -	\$ -
Inspection on Permit over 4 years old [minimum charge of \$75]	\$ 75.00 /hr	\$ -	\$ 75.00	\$ 75.00 /hr	\$ -	\$ 75.00	\$ -	\$ -	\$ -
Renewal of building permit (per year, will be deducted from deposit at posted fee)	\$ 75.00 ea	\$ -	\$ 75.00	\$ 75.00 ea	\$ -	\$ 75.00	\$ -	\$ -	\$ -
Administration file search fee [minimum charge of \$15]	\$ 60.00 /hr	\$ -	\$ 60.00	\$ 60.00 /hr	\$ -	\$ 60.00	\$ -	\$ -	\$ -
Third party costs	Full cost recovery	\$ -		Full cost recovery	\$ -			\$ -	\$ -
Penalty for permits issued after commencement of work	See Building Code Act By-law	\$ -		See Building Code Act By-law	\$ -			\$ -	\$ -

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule C - Building

Attachment 1

	Revised				Existing				Increase (Decrease)		
	Fee	HST	Total		Fee	HST	Total		Fee	HST	Total
Building Permits											
Residential - New and additions (covered decks, all floors except basement)	\$ 0.60 /ft2	\$ -	\$ 0.60		\$ 0.60 /ft2	\$ -	\$ 0.60			\$ -	\$ -
Residential - Renovations (all floors & basement)	\$ 0.40 /ft2	\$ -			\$ 0.40 /ft2	\$ -				\$ -	\$ -
Decks (per deck)	\$ 150.00 ea	\$ -	\$ 150.00		\$ 150.00 ea	\$ -	\$ 150.00		\$ -	\$ -	\$ -
Plumbing Permit	\$ 65.00 /fl	\$ -	\$ 65.00		\$ 65.00 /fl	\$ -	\$ 65.00		\$ -	\$ -	\$ -
Mechanical review	\$10 / \$1,000 of estimated cost of construction	\$ -			\$10 / \$1,000 of estimated cost of construction	\$ -				\$ -	\$ -
Public Swimming Pool / Enclosure Area	\$ 150.00 ea	\$ -	\$ 150.00		\$ 150.00 ea	\$ -	\$ 150.00		\$ -	\$ -	\$ -
Fireplace / Heating Plant	\$ 150.00 ea	\$ -	\$ 150.00		\$ 150.00 ea	\$ -	\$ 150.00		\$ -	\$ -	\$ -
Accessory Building	\$ 0.35 /ft2	\$ -	\$ 0.35		\$ 0.35 /ft2	\$ -	\$ 0.35		\$ -	\$ -	\$ -
Agricultural (under 6458 square ft, 600 square metres) [minimum charge of \$500]	\$ 0.20 /ft2	\$ -	\$ 0.20		\$ 0.20 /ft2	\$ -	\$ 0.20		\$ -	\$ -	\$ -
Agricultural (over 6458 square ft, 600 square metres)	\$ 0.15 /ft2	\$ -	\$ 0.15		\$ 0.15 /ft2	\$ -	\$ 0.15		\$ -	\$ -	\$ -
Manure tanks	\$ 0.15 /ft2	\$ -	\$ 0.15		\$ 0.15 /ft2	\$ -	\$ 0.15		\$ -	\$ -	\$ -
Silos Upright and Bunker without roof	\$ 150.00 ea	\$ -	\$ 150.00		\$ 150.00 ea	\$ -	\$ 150.00		\$ -	\$ -	\$ -
Graneries	\$ 150.00 ea	\$ -	\$ 150.00		\$ 150.00 ea	\$ -	\$ 150.00		\$ -	\$ -	\$ -
Commercial / Industrial	\$10 / \$1,000 of estimated cost of construction	\$ -			\$10 / \$1,000 of estimated cost of construction	\$ -				\$ -	\$ -
Medical Marijuana Facility	\$10 / \$1,000 of estimated cost of construction	\$ -			\$10 / \$1,000 of estimated cost of construction	\$ -				\$ -	\$ -
Institutional	\$10 / \$1,000 of estimated cost of construction	\$ -			\$10 / \$1,000 of estimated cost of construction	\$ -			\$ -	\$ -	\$ -
Tent (over 645 ft2 or 60m2)	\$ 75.00 ea	\$ -	\$ 75.00		\$ 75.00 ea	\$ -	\$ 75.00		\$ -	\$ -	\$ -
Industrial wind turbine	\$ 35,000 ea	\$ -	\$ 35,000		\$ 35,000 ea	\$ -	\$ 35,000		\$ -	\$ -	\$ -
Industrial wind turbine performance bond	\$ 100,000 ea	\$ -	\$ 100,000		\$ 100,000 ea	\$ -	\$ 100,000		\$ -	\$ -	\$ -
Industrial wind turbine permit for works on municipal right-of-way	See Schedule K - Planning	\$ -			See Schedule K - Planning	\$ -				\$ -	\$ -
Industrial wind turbine municipal consultation for renewable energy project	See Schedule K - Planning	\$ -			See Schedule K - Planning	\$ -				\$ -	\$ -

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule C - Building

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Sewage									
Private Sewage Disposal System - Class 2	\$ 250.00 ea	\$ -	\$ 250.00	\$ 250.00 ea	\$ -	\$ 250.00	\$ -	\$ -	\$ -
Private Sewage Disposal System - Tank replacement	\$ 250.00 ea	\$ -	\$ 250.00	\$ 250.00 ea	\$ -	\$ 250.00	\$ -	\$ -	\$ -
Private Sewage Disposal System - Renovate	\$ 250.00 ea	\$ -	\$ 250.00	\$ 250.00 ea	\$ -	\$ 250.00	\$ -	\$ -	\$ -
Private Sewage Disposal System - Class 4 & 5 (where applicable)	\$ 500.00 ea	\$ -	\$ 500.00	\$ 500.00 ea	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Private Sewage Disposal System - with daily flows 4 501L and 10,000L	\$ 500.00 ea	\$ -	\$ 500.00	\$ 500.00 ea	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Septic Review	\$ 150.00 ea	\$ -	\$ 150.00	\$ 150.00 ea	\$ -	\$ 150.00	\$ -	\$ -	\$ -
Septic Review (multiples)	\$ 125.00 /unit	\$ -	\$ 125.00	\$ 125.00 /unit	\$ -	\$ 125.00	\$ -	\$ -	\$ -
Septic Compliance Letter	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Decommissioning of septic systems	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Sewer permit	See Schedule M - Wastewater	\$ -		See Schedule M - Wastewater	\$ -			\$ -	\$ -
Development Charges									
Development Charges - (Due when building permit issued)	Refer to DC By-law	\$ -		Refer to DC By-law	\$ -			\$ -	\$ -
By-law Enforcement									
Illicit Marijuana Grow Op Inspection	\$500 plus costs	\$ -		\$500 plus costs	\$ -			\$ -	\$ -
Water Meter Charges									
New home									
5/8" / 3/4"	See Schedule N - Water	\$ -	\$ -	See Schedule N - Water	\$ -	\$ -			
3/4"		\$ -	\$ -		\$ -	\$ -			
1"		\$ -	\$ -		\$ -	\$ -			
1.5"		\$ -	\$ -		\$ -	\$ -			
2"		\$ -	\$ -		\$ -	\$ -			

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule D - Property Standards

	Existing		
	Fee	HST	Total
Application for Fill Permitting or Site Alteration			
Fee (non-refundable)	\$ 1,200.00 ea	\$ -	\$ 1,200.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00
Total	\$ 11,200.00 ea	\$ -	\$ 11,200.00
Appeal of a Property Standards Order (this fee is refundable only if the Municipal Order is repealed. If is not refundable if the decision is to amend the Order)	\$ 240.00 ea	\$ -	\$ 240.00
Inspections where owner fails to comply with an Order	\$ 240.00 ea	\$ -	\$ 240.00
Order has been registered and required discharged	\$ 600.00 ea	\$ -	\$ 600.00
Conviction registered for a breach of any order	\$ 600.00 ea	\$ -	\$ 600.00
Municipality undertakes to complete the work	\$ 600.00 ea	\$ -	\$ 600.00
Certificate of Compliance	\$ 90.00 ea	\$ -	\$ 90.00

* If expenses are less than the Fee and Contingency Fee combined, the balance will be refunded.

	Existing		
	Fee	HST	Total
\$ 1,080.00 ea	\$ -	\$ 1,080.00	
\$ 10,000.00 ea	\$ -	\$ 10,000.00	
\$ 11,080.00 ea	\$ -	\$ 11,080.00	
\$ 216.00 ea	\$ -	\$ 216.00	
\$ 216.00 ea	\$ -	\$ 216.00	
\$ 540.00 ea	\$ -	\$ 540.00	
\$ 540.00 ea	\$ -	\$ 540.00	
\$ 540.00 ea	\$ -	\$ 540.00	
\$ 81.00 ea	\$ -	\$ 81.00	

Increase (Decrease)		
Fee	HST	Total
\$ 120.00	\$ -	\$ 120.00
\$ -	\$ -	\$ -
\$ 120.00	\$ -	\$ 120.00
\$ 24.00	\$ -	\$ 24.00
\$ 24.00	\$ -	\$ 24.00
\$ 60.00	\$ -	\$ 60.00
\$ 60.00	\$ -	\$ 60.00
\$ 60.00	\$ -	\$ 60.00
\$ 9.00	\$ -	\$ 9.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule E - Police

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
At-Fault False Alarm Fee	\$ 435.00 ea	\$ -	\$ 435.00	\$ 400.00 ea	\$ -	\$ 400.00	\$ 35.00	\$ -	\$ 35.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule F - Canine Control

					Revised			Existing			Increase (Decrease)																	
					Fee		HST	Total	Fee		HST	Total	Fee		HST	Total												
Licence Fees																												
Annual Dog Licence (maximum of three per household)	\$	40.00	ea		\$	-		\$	40.00		\$	30.00	ea		\$	-		\$	30.00		\$	10.00		\$	-		\$	10.00
Replacement Tag	\$	15.00	ea		\$	1.95		\$	16.95		\$	10.18	ea		\$	1.32		\$	11.50		\$	4.82		\$	0.63		\$	0.63
Impound Fee (per day)	\$	30.00	/d		\$	3.90		\$	33.90		\$	25.00	/d		\$	3.25		\$	28.25		\$	5.00		\$	0.65		\$	0.65
Breeding or Boarding Kennel License Fee																												
Two (2) to five (5) dogs	\$	115.00	ea		\$	-		\$	115.00		\$	105.00	ea		\$	-		\$	105.00		\$	10.00		\$	-		\$	10.00
Six (6) to ten (10) dogs	\$	230.00	ea		\$	-		\$	230.00		\$	210.00	ea		\$	-		\$	210.00		\$	20.00		\$	-		\$	20.00
Eleven (11) to fifteen (15) dogs	\$	345.00	ea		\$	-		\$	345.00		\$	315.00	ea		\$	-		\$	315.00		\$	30.00		\$	-		\$	30.00
Sixteen (16) to twenty-five (25) dogs	\$	575.00	ea		\$	-		\$	575.00		\$	525.00	ea		\$	-		\$	525.00		\$	50.00		\$	-		\$	50.00
Twenty-six (26) to Fifty (50) dogs	\$	23.00	per dog						\$	23.00		\$		21.00	per dog		\$		21.00		\$	2.00		\$	-		\$	2.00
Over Fifty (50) dogs					Fee to be established by Council upon application								Fee to be established by Council upon application										\$	-				
Breeding or Boarding Establishment Annual License Fee																												
Facility for maximum of ten (10) dogs	\$	230.00	ea		\$	-		\$	230.00		\$	214.00	ea		\$	-		\$	214.00		\$	16.00		\$	-		\$	16.00
Facility for maximum of twenty-five (25) dogs	\$	460.00	ea		\$	-		\$	460.00		\$	375.00	ea		\$	-		\$	375.00		\$	85.00		\$	-		\$	85.00
Facility for maximum of fifty (50) dogs					Fee to be established by Council upon application								Fee to be established by Council upon application										\$	-				
Facility for over fifty (50) dogs					Fee to be established by Council upon application								Fee to be established by Council upon application										\$	-				

* All dogs in a breeding kennel must be registered – Animal Pedigree Act (Canada)

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule F - Canine Control

Revised			Existing			Increase (Decrease)		
Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Fines								
Dog running at large	Refer to Canine Control By-law		Refer to Canine Control By-law					
Dog not muzzled or leashed if it is a restricted dog or deemed dangerous								
Dog not registered and licensed								
Dog not properly identifiable								
Using a dog tag for a dog other than the dog for which tag was issued								
Not preventing dog(s) from persistent barking, calling, whining,								
Providing incomplete or inaccurate information to Township of Southgate								
Failure to remove feces left by dog								
Operating a kennel without a kennel license								
Failure to vaccinate a dog for rabies and keep vaccination current								

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule G - Roads

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Entrance Permit									
Residential - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 225.00	ea	\$ -	\$ 20.00	\$ -	\$ 20.00
Residential - Deposit (refundable upon a final approval inspection)	\$ 400.00	ea	\$ -	\$ 400.00	ea	\$ -	\$ -	\$ -	\$ -
Total	\$ 645.00		\$ -	\$ 625.00		\$ -	\$ 20.00	\$ -	\$ 20.00
Field - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 225.00	ea	\$ -	\$ 20.00	\$ -	\$ 20.00
Field - Deposit (refundable upon a final approval inspection)	\$ 600.00	ea	\$ -	\$ 600.00	ea	\$ -	\$ -	\$ -	\$ -
Total	\$ 845.00		\$ -	\$ 825.00		\$ -	\$ 20.00	\$ -	\$ 20.00
Industrial/Commercial/Institutional (ICI) < 8 metres - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 225.00	ea	\$ -	\$ 20.00	\$ -	\$ 20.00
Industrial/Commercial/Institutional (ICI) < 8 metres - Deposit (refundable upon a final approval inspection)	\$ 800.00	ea	\$ -	\$ 800.00	ea	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,045.00		\$ -	\$ 1,025.00		\$ -	\$ 20.00	\$ -	\$ 20.00
Industrial/Commercial/Institutional (ICI) > 8 metres - Fee (non-refundable)	\$ 1,225.00	ea	\$ -	\$ 1,115.00	ea	\$ -	\$ 110.00	\$ -	\$ 110.00
Industrial/Commercial/Institutional (ICI) > 8 metres - Deposit (refundable upon a final approval inspection)	\$ 4,000.00	ea	\$ -	\$ 4,000.00	ea	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,225.00		\$ -	\$ 5,115.00		\$ -	\$ 110.00	\$ -	\$ 110.00
Civic Address (911 sign) - New application, sign, stake, installation	\$ 145.00	ea	\$ -	\$ 141.00	ea	\$ -	\$ 4.00	\$ -	\$ 4.00
Civic Address replacement blade (911 sign)	\$ 50.00	ea	\$ 6.50	\$ 49.00	ea	\$ 6.37	\$ 1.00	\$ 0.13	\$ 1.13
Civic Address replacement stake	\$ 26.00	ea	\$ 3.38	\$ 25.00	ea	\$ 3.25	\$ 1.00	\$ 0.13	\$ 1.13
Custom Work [Minimum time charged of one hour]									
Operator	\$ 60.00	/hr	\$ 7.80	\$ 54.00	/hr	\$ 7.02	\$ 6.00	\$ 0.78	\$ 6.78
Grader with Operator	\$ 150.00	/hr	\$ 19.50	\$ 118.00	/hr	\$ 15.34	\$ 32.00	\$ 4.16	\$ 36.16
Tandem truck with Operator	\$ 150.00	/hr	\$ 19.50	\$ 118.00	/hr	\$ 15.34	\$ 32.00	\$ 4.16	\$ 36.16
Single Axle truck with Operator	\$ 145.00	/hr	\$ 18.85	\$ 113.00	/hr	\$ 14.69	\$ 32.00	\$ 4.16	\$ 36.16
Excavator with Operator	\$ 145.00	/hr	\$ 18.85	\$ 113.00	/hr	\$ 14.69	\$ 32.00	\$ 4.16	\$ 36.16
Loader with Operator	\$ 150.00	/hr	\$ 19.50	\$ 118.00	/hr	\$ 15.34	\$ 32.00	\$ 4.16	\$ 36.16
Tractor with Operator	\$ 145.00	/hr	\$ 18.85	\$ 107.00	/hr	\$ 13.91	\$ 38.00	\$ 4.94	\$ 42.94
Annual Moving (wide load) Permit Fees	\$ 123.00	ea	\$ -	\$ 113.00	ea	\$ -	\$ 10.00	\$ -	\$ 10.00
Tile Drain Loan Inspections	\$ 123.00	ea	\$ -	\$ 113.00	ea	\$ -	\$ 10.00	\$ -	\$ 10.00
Road Occupancy and Encroachment Application	\$ 123.00	ea	\$ -	\$ 113.00	ea	\$ -	\$ 10.00	\$ -	\$ 10.00
Haul Route Approval Agreements	\$ 123.00	ea	\$ -	\$ 113.00	ea	\$ -	\$ 10.00	\$ -	\$ 10.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule G - Roads

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Road use agreements (for road upgrading)									
Fee (non-refundable)	\$ 2,421.00 ea	\$ -	\$ 2,421.00	\$ 2,231.00 ea	\$ -	\$ 2,231.00	\$ 190.00	\$ -	\$ 190.00
Deposit (refundable)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 7,421.00	\$ -	\$ 7,421.00	\$ 7,231.00	\$ -	\$ 7,231.00	\$ 190.00	\$ -	\$ 190.00
Storm Water Service Connection Charges									
Connection Charge	\$ 2,611.00 ea	\$ -	\$ 2,611.00	\$ 2,406.00 ea	\$ -	\$ 2,406.00	\$ 205.00	\$ -	\$ 205.00
Street Frontage Charge	\$ 239.00 /m	\$ -	\$ 239.00	\$ 220.00 /m	\$ -	\$ 220.00	\$ 19.00	\$ -	\$ 19.00
Authorized Requester Information Service									
Statistical Collision information									
Resident	\$ 60.00	\$ -	\$ 60.00	\$ 54.00	\$ -	\$ 54.00	\$ 6.00	\$ -	\$ 6.00
Non-Resident	\$ 90.00	\$ -	\$ 90.00	\$ 71.00	\$ -	\$ 71.00	\$ 19.00	\$ -	\$ 19.00
Cost Recovery for Damage Claims									
Resident	Actual cost of repairs	\$ -		Actual cost of repairs	\$ -			\$ -	\$ -
Non-Resident		\$ -			\$ -			\$ -	\$ -
Fire department Billing									
Resident	Current MTO Rates	\$ -		Current MTO Rates	\$ -			\$ -	\$ -
Non-Resident		\$ -			\$ -			\$ -	\$ -

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule H - Parking

				Revised			Existing		
				Fee	HST	Total	Fee	HST	Total
				Increase (Decrease)					
				Fee	HST	Total	Fee	HST	Total
Fines									
Park incorrect direction	Refer to Parking By-law			Refer to Parking By-law					
Stop within 6 metres of crosswalk									
Park on sidewalk									
Park in front of driveway									
Park within 1 metre of residential driveways									
Park commercial vehicle longer than 2 hours									
Park within an intersection									
Park within 3 metres of fire hydrant									
Park on front lawn of a house									
Park on a bridge or approaches thereto									
Park to obstruct traffic									
Park to prevent removal of other vehicle parked or standing									
Park at front or emergency entrance at theatre, auditorium and/or large assembly									
Park in any public lane									
Park 2am to 7am November 15 to April 15									
Park within 9.1 metres of intersection									
Park contrary to authorized sign									
Park – disabled vehicle or travel trailer in residential area									
Park in a disabled person parking space									

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule I - Waste Resources and Diversion Management

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Waste Collection Cart Recycling									
240L (Blue)	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ -	\$ -	\$ -
360L (Blue)	\$ 115.93 ea	\$ 15.07	\$ 131.00	\$ 115.93 ea	\$ 15.07	\$ 131.00	\$ -	\$ -	\$ -
Annual Tipping Fee (each Blue Cart)	No charge	\$ -		No charge	\$ -			\$ -	\$ -
Organics									
Kitchen Catcher	\$ 5.31 ea	\$ 0.69	\$ 6.00	\$ 5.31 ea	\$ 0.69	\$ 6.00	\$ -	\$ -	\$ -
240L (Green)	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ -	\$ -	\$ -
Annual Tipping Fee (each Green Cart)	No charge	\$ -		No charge	\$ -			\$ -	\$ -
Waste									
240L (Grey)	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ 91.15 ea	\$ 11.85	\$ 103.00	\$ -	\$ -	\$ -
Annual Tipping Fee - first Grey Cart	No charge	\$ -		No charge	\$ -			\$ -	\$ -
Annual Tipping Fee - Each additional Grey Cart	\$ 118.00 ea	\$ -	\$ 118.00	\$ 118.00 ea	\$ -	\$ 118.00	\$ -	\$ -	\$ -
Bundle									
One (1) 360L (Recycling/Blue); One (1) Kitchen Catcher; One (1) 240L (Compost/Green); One (1) 240L (Waste/Grey)	\$ 300.00 ea	\$ 39.00	\$ 339.00	\$ 300.00 ea	\$ 39.00	\$ 339.00	\$ -	\$ -	\$ -
Sale of Compost									
240L or less per trip	No charge	\$ -		No charge	\$ -			\$ -	\$ -
Bulk (More than 240L per trip)	No charge	\$ -		No charge	\$ -			\$ -	\$ -
Disposal Rates									
Appliances with freon removed (tagged & certified)	No charge	\$ -		No charge				\$ -	\$ -
Appliances with freon (freezer, fridge, A/C units, water coolers, dehumifiers)	\$ 32.00 ea		\$ 32.00	\$ 32.00 ea		\$ 32.00	\$ -	\$ -	\$ -
Asphalt shingles - Loose (Egremont Site only)	\$ 107.00 /T	\$ -	\$ 107.00	\$ 107.00 /T	\$ -	\$ 107.00	\$ -	\$ -	\$ -
Asphalt shingles - Bundles (Dundalk Site only)	\$ 4.00 ea	\$ -	\$ 4.00	\$ 4.00 ea	\$ -	\$ 4.00	\$ -	\$ -	\$ -
Carpet & Underlay	\$ 0.12 /ft2	\$ -	\$ 0.12	\$ 0.12 /ft2	\$ -	\$ 0.12	\$ -	\$ -	\$ -
Contaminated Soil (must originate within the boundaries of Township of Southgate, analysis must be provided prior to delivery, as stated in the Egremont Environmental Compliance Approval A261602 and requirements for Ministry of the Environment Waste Disposal for soils for landfilling upon the Public Works Manager approval)	\$ 214.00 /T	\$ -	\$ 214.00	\$ 214.00 /T	\$ -	\$ 214.00	\$ -	\$ -	\$ -
Drywall [or \$35 per pick-up truck/trailer load]	\$ 91.00 /T	\$ -	\$ 91.00	\$ 91.00 /T	\$ -	\$ 91.00	\$ -	\$ -	\$ -

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule I - Waste Resources and Diversion Management

	Revised				Existing				Increase (Decrease)		
	Fee	HST	Total		Fee	HST	Total		Fee	HST	Total
Electronic & electrical equipment (includes computers & attachments, laptops, monitors, printers, fax m/c, TV's)	No charge	\$ -			No charge	\$ -				\$ -	\$ -
Large furnishings	\$ 17.00 ea		\$ 17.00		\$ 17.00 ea		\$ 17.00		\$ -	\$ -	\$ -
Mattresses	\$ 27.00 ea		\$ 27.00		\$ 27.00 ea		\$ 27.00		\$ -	\$ -	\$ -
Leaf & yard waste	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Organic materials (trees & brush)											
Household loads (pick-up truck/small trailer)	\$ 10.00 ea	\$ -			No charge	\$ -			\$ 10.00	\$ -	\$ 10.00
Commercial loads	\$ 75.00 /T	\$ -	\$ 75.00		\$ 75.00 /T	\$ -	\$ 75.00		\$ -	\$ -	\$ -
Recycle materials	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Steel & wire (must be sorted) [Fence wire with posts attached will not be accepted]	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Tires from passenger vehicles (maximum of 10 tires total in any one visit)	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Tires from a large tractor, combine and farm equipment (maximum of 10 tires in any one visit)	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Tires rims	\$ 11.00 ea	\$ -	\$ 11.00		\$ 11.00 ea	\$ -	\$ 11.00		\$ -	\$ -	\$ -
Used oil, antifreeze, batteries	No charge	\$ -			No charge	\$ -			\$ -	\$ -	\$ -
Waste, properly sorted bag (including bag of bale wrap)	\$ 3.25 ea		\$ 3.25		\$ 3.25 ea		\$ 3.25		\$ -	\$ -	\$ -
Waste, properly sorted load [including load of bale wrap]											
(no evidence of recyclables, compost, steel, wood or asphalt shingles) [or \$35 per pick-up truck/trailer load]	\$ 107.00 /T	\$ -	\$ 107.00		\$ 107.00 /T	\$ -	\$ 107.00		\$ -	\$ -	\$ -
Waste, poorly sorted load (evidence of recyclables, compost, steel, wood or asphalt shingles) [or \$75 per pick-up truck/trailer load]	\$ 214.00 /T	\$ -	\$ 214.00		\$ 214.00 /T	\$ -	\$ 214.00		\$ -	\$ -	\$ -
Wood - commercial load of clean wood (no paint, stain, varnish, adhesives or brush, etc.) ***	\$ 75.00 /T	\$ -	\$ 75.00		\$ 75.00 /T	\$ -	\$ 75.00		\$ -	\$ -	\$ -
Wood - dirty wood properly sorted out [or \$35 per pickup truck/trailer load] ***	\$ 107.00 /T	\$ -	\$ 107.00		\$ 107.00 /T	\$ -	\$ 107.00		\$ -	\$ -	\$ -
Special site opening by appointment only (per visit)	\$ 120.00 ea	\$ -	\$ 120.00		\$ 108.00 ea	\$ -	\$ 108.00		\$ 12.00	\$ -	\$ 12.00

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule I - Waste Resources and Diversion Management

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
* Dundalk Transfer Station disputed loads will be rejected and weighed at Dundalk Co-op scales at resident's or company's expense & charged at tonnage rate.									
** Concrete not accepted									
*** Stumps not accepted									

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule J - Cemetery

Attachment 1

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Plots									
Interment Rights									
Single (1)	\$ 1,425.00 ea	\$ 185.25	\$ 1,610.25	\$ 1,300.00 ea	\$ 169.00	\$ 1,469.00	\$ 125.00	\$ 16.25	\$ 16.25
Double (1)	\$ 2,650.00 ea	\$ 344.50	\$ 2,994.50	\$ 2,400.00 ea	\$ 312.00	\$ 2,712.00	\$ 250.00	\$ 32.50	\$ 32.50
Corner Posts	\$ 175.00 ea	\$ 22.75	\$ 197.75	\$ 160.00 ea	\$ 20.80	\$ 180.80	\$ 15.00	\$ 1.95	\$ 1.95
Mortuary Storage									
Plot Holder	\$ 225.00 ea	\$ 29.25	\$ 254.25	\$ 206.00 ea	\$ 26.78	\$ 232.78	\$ 19.00	\$ 2.47	\$ 2.47
Non-Plot Holder	\$ 275.00 ea	\$ 35.75	\$ 310.75	\$ 258.00 ea	\$ 33.54	\$ 291.54	\$ 17.00	\$ 2.21	\$ 2.21
Issuance of Burial Permit (Registration of Death)	\$ 25.00 ea	\$ -	\$ 25.00	\$ 25.00 ea	\$ -	\$ 25.00	\$ -	\$ -	\$ -
License to Inter	N/C			N/C					
Interments									
Adult									
Monday to Friday (excluding Statutory Holidays)									
April 1 to December 14	\$ 1,120.00 ea	\$ 145.60	\$ 1,265.60	\$ 1,030.00 ea	\$ 133.90	\$ 1,163.90	\$ 90.00	\$ 11.70	\$ 11.70
December 15 to March 31	\$ 1,420.00 ea	\$ 184.60	\$ 1,604.60	\$ 1,273.00 ea	\$ 165.49	\$ 1,438.49	\$ 147.00	\$ 19.11	\$ 19.11
Saturday, Sunday, and Statutory Holidays									
April 1 to December 14	\$ 1,220.00 ea	\$ 158.60	\$ 1,378.60	\$ 1,133.00 ea	\$ 147.29	\$ 1,280.29	\$ 87.00	\$ 11.31	\$ 11.31
December 15 to March 31	\$ 1,520.00 ea	\$ 197.60	\$ 1,717.60	\$ 1,339.00 ea	\$ 174.07	\$ 1,513.07	\$ 181.00	\$ 23.53	\$ 23.53
Child									
Monday to Friday (excluding Statutory Holidays)									
April 1 to December 14	\$ 370.00 ea	\$ 48.10	\$ 418.10	\$ 309.00 ea	\$ 40.17	\$ 349.17	\$ 61.00	\$ 7.93	\$ 7.93
December 15 to March 31	\$ 870.00 ea	\$ 113.10	\$ 983.10	\$ 824.00 ea	\$ 107.12	\$ 931.12	\$ 46.00	\$ 5.98	\$ 5.98
Saturday, Sunday, and Statutory Holidays									
April 1 to December 14	\$ 620.00 ea	\$ 80.60	\$ 700.60	\$ 618.00 ea	\$ 80.34	\$ 698.34	\$ 2.00	\$ 0.26	\$ 0.26
December 15 to March 31	\$ 1,120.00 ea	\$ 145.60	\$ 1,265.60	\$ 1,030.00 ea	\$ 133.90	\$ 1,163.90	\$ 90.00	\$ 11.70	\$ 11.70
Infant									
Monday to Friday (excluding Statutory Holidays)									
April 1 to December 14	\$ 225.00 ea	\$ 29.25	\$ 254.25	\$ 206.00 ea	\$ 26.78	\$ 232.78	\$ 19.00	\$ 2.47	\$ 2.47
December 15 to March 31	\$ 725.00 ea	\$ 94.25	\$ 819.25	\$ 721.00 ea	\$ 93.73	\$ 814.73	\$ 4.00	\$ 0.52	\$ 0.52
Saturday, Sunday, and Statutory Holidays									
April 1 to December 14	\$ 475.00 ea	\$ 61.75	\$ 536.75	\$ 412.00 ea	\$ 53.56	\$ 465.56	\$ 63.00	\$ 8.19	\$ 8.19
December 15 to March 31	\$ 975.00 ea	\$ 126.75	\$ 1,101.75	\$ 927.00 ea	\$ 120.51	\$ 1,047.51	\$ 48.00	\$ 6.24	\$ 6.24
Cremation									
Monday to Friday (excluding Statutory Holidays)									
April 1 to December 14	\$ 450.00 ea	\$ 58.50	\$ 508.50	\$ 412.00 ea	\$ 53.56	\$ 465.56	\$ 38.00	\$ 4.94	\$ 4.94
December 15 to March 31	\$ 850.00 ea	\$ 110.50	\$ 960.50	\$ 824.00 ea	\$ 107.12	\$ 931.12	\$ 26.00	\$ 3.38	\$ 3.38
Saturday, Sunday, and Statutory Holidays									
April 1 to December 14	\$ 550.00 ea	\$ 71.50	\$ 621.50	\$ 515.00 ea	\$ 66.95	\$ 581.95	\$ 35.00	\$ 4.55	\$ 4.55
December 15 to March 31	\$ 950.00 ea	\$ 123.50	\$ 1,073.50	\$ 927.00 ea	\$ 120.51	\$ 1,047.51	\$ 23.00	\$ 2.99	\$ 2.99
Disinterment Fee	\$ 1,120.00 ea	\$ 145.60	\$ 1,265.60	\$ 1,030.00 ea	\$ 133.90	\$ 1,163.90	\$ 90.00	\$ 11.70	\$ 11.70
Foundation Installation	Actual cost			Actual cost				\$ -	
Staking Fee for Foundations	\$ 70.00 ea	\$ 9.10	\$ 79.10	\$ 62.00 ea	\$ 8.06	\$ 70.06	\$ 8.00	\$ 1.04	\$ 1.04

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule J - Cemetery

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Monument Maintenance Fee (set by Province of Ontario)									
Upright - larger than 16 sq ft	\$ 400.00 ea	\$ -	\$ 400.00	\$ 400.00 ea	\$ -	\$ 400.00	\$ -	\$ -	\$ -
Upright - 16 sq ft or less	\$ 200.00 ea	\$ -	\$ 200.00	\$ 200.00 ea	\$ -	\$ 200.00	\$ -	\$ -	\$ -
Flat - larger than 173 sq in	\$ 100.00 ea	\$ -	\$ 100.00	\$ 100.00 ea	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Scattering Gardens									
Scattering Rights (1)	\$ 335.00 ea	\$ 43.55	\$ 378.55	\$ 309.00 ea	\$ 40.17	\$ 349.17	\$ 26.00	\$ 3.38	\$ 3.38
Memorialization	\$ 670.00 ea	\$ 87.10	\$ 757.10	\$ 618.00 ea	\$ 80.34	\$ 698.34	\$ 52.00	\$ 6.76	\$ 6.76
Scattering Fee									
Monday to Friday (excluding Statutory Holidays)									
April 1 to December 14	\$ 35.00 ea	\$ 4.55	\$ 39.55	\$ 31.00 ea	\$ 4.03	\$ 35.03	\$ 4.00	\$ 0.52	\$ 0.52
December 15 to March 31	NA ea			NA ea				\$ -	
Saturday, Sunday, and Statutory Holidays									
April 1 to December 14	\$ 135.00 ea	\$ 17.55	\$ 152.55	\$ 124.00 ea	\$ 16.12	\$ 140.12	\$ 11.00	\$ 1.43	\$ 1.43
December 15 to March 31	NA ea			NA ea				\$ -	
Columbarium									
Row A									
Niche (1)	\$ 1,900.00 ea	\$ 247.00	\$ 2,147.00	\$ 1,720.00 ea	\$ 223.60	\$ 1,943.60	\$ 180.00	\$ 23.40	\$ 23.40
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00	\$ 645.00 ea	\$ 83.85	\$ 728.85	\$ 55.00	\$ 7.15	\$ 7.15
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15	\$ 235.00 ea	\$ 30.55	\$ 265.55	\$ 20.00	\$ 2.60	\$ 2.60
Total	\$ 2,855.00	\$ 371.15	\$ 3,226.15	\$ 2,600.00	\$ 338.00	\$ 2,938.00	\$ 255.00	\$ 33.15	\$ 33.15
Rows B & C									
Niche (1)	\$ 1,700.00 ea	\$ 221.00	\$ 1,921.00	\$ 1,515.00 ea	\$ 196.95	\$ 1,711.95	\$ 185.00	\$ 24.05	\$ 24.05
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00	\$ 645.00 ea	\$ 83.85	\$ 728.85	\$ 55.00	\$ 7.15	\$ 7.15
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15	\$ 235.00 ea	\$ 30.55	\$ 265.55	\$ 20.00	\$ 2.60	\$ 2.60
Total	\$ 2,655.00	\$ 345.15	\$ 3,000.15	\$ 2,395.00	\$ 311.35	\$ 2,706.35	\$ 260.00	\$ 33.80	\$ 33.80
Row D									
Niche (1)	\$ 1,600.00 ea	\$ 208.00	\$ 1,808.00	\$ 1,400.00 ea	\$ 182.00	\$ 1,582.00	\$ 200.00	\$ 26.00	\$ 26.00
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00	\$ 645.00 ea	\$ 83.85	\$ 728.85	\$ 55.00	\$ 7.15	\$ 7.15
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15	\$ 235.00 ea	\$ 30.55	\$ 265.55	\$ 20.00	\$ 2.60	\$ 2.60
Total	\$ 2,555.00	\$ 332.15	\$ 2,887.15	\$ 2,280.00	\$ 296.40	\$ 2,576.40	\$ 275.00	\$ 35.75	\$ 35.75
(1) Perpetual Care Contribution (included above):									
Plots									
Single	\$ 570.00 ea		\$ 570.00	\$ 520.00 ea		\$ 520.00	\$ 50.00	\$ -	\$ -
Double	\$ 1,060.00 ea		\$ 1,060.00	\$ 960.00 ea		\$ 960.00	\$ 100.00	\$ -	\$ -
Scattering Garden	\$ 50.25 ea		\$ 50.25	\$ 46.35 ea		\$ 46.35	\$ 3.90	\$ -	\$ -
Columbarium									
Row A	\$ 285.00 ea		\$ 285.00	\$ 258.00 ea		\$ 258.00	\$ 27.00	\$ -	\$ -
Rows B & C	\$ 255.00 ea		\$ 255.00	\$ 227.25 ea		\$ 227.25	\$ 27.75	\$ -	\$ -
Row D	\$ 240.00 ea		\$ 240.00	\$ 210.00 ea		\$ 210.00	\$ 30.00	\$ -	\$ -

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule K - Recreation

Attachment 1

				Revised			Existing			Increase (Decrease)		
				Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Community Halls												
Swinton Park Community Centre												
Business Meetings (3 hrs or less)	\$	59.29	ea	\$	7.71	\$ 67.00	\$	59.29	ea	\$	7.71	\$ 67.00
Rental	\$	94.69	ea	\$	12.31	\$ 107.00	\$	94.69	ea	\$	12.31	\$ 107.00
Youth Programs	\$	20.35	ea	\$	2.65	\$ 23.00	\$	20.35	ea	\$	2.65	\$ 23.00
Public Programs	\$	39.82	ea	\$	5.18	\$ 45.00	\$	39.82	ea	\$	5.18	\$ 45.00
Dundalk Frank Macintyre Building	\$	-					\$	-				
Business Meetings (3 hrs or less)	\$	59.29	ea	\$	7.71	\$ 67.00	\$	59.29	ea	\$	7.71	\$ 67.00
Event - no alcohol	\$	118.58	ea	\$	15.42	\$ 134.00	\$	118.58	ea	\$	15.42	\$ 134.00
Event - with alcohol	\$	177.88	ea	\$	23.12	\$ 201.00	\$	177.88	ea	\$	23.12	\$ 201.00
Youth Programs	\$	20.35	ea	\$	2.65	\$ 23.00	\$	20.35	ea	\$	2.65	\$ 23.00
Public Programs	\$	39.82	ea	\$	5.18	\$ 45.00	\$	39.82	ea	\$	5.18	\$ 45.00
Dundalk Community Centre	\$	-					\$	-				
Auditorium	\$	-					\$	-				
Sports Court Usage	\$	51.50	/hr	\$	6.70	\$ 58.20	\$	51.50	/hr	\$	6.70	\$ 58.20
Event Rental	\$	394.78	ea	\$	51.32	\$ 446.10	\$	394.78	ea	\$	51.32	\$ 446.10
Family Gathering	\$	172.74	ea	\$	22.46	\$ 195.20	\$	172.74	ea	\$	22.46	\$ 195.20
Events (no alcohol - reg staff hours)	\$	119.51	ea	\$	15.54	\$ 135.05	\$	119.51	ea	\$	15.54	\$ 135.05
Youth Hockey Tournaments	\$	119.51	ea	\$	15.54	\$ 135.05	\$	119.51	ea	\$	15.54	\$ 135.05
Meetings/Funeral Lunches	\$	100.00	ea	\$	13.00	\$ 113.00	\$	100.00	ea	\$	13.00	\$ 113.00
Public Programs	\$	49.56	ea	\$	6.44	\$ 56.00	\$	49.56	ea	\$	6.44	\$ 56.00
Arena Floor (No ice)	\$	-					\$	-				
Event - no alcohol	\$	346.33	ea	\$	45.02	\$ 391.35	\$	346.33	ea	\$	45.02	\$ 391.35
Event - with alcohol	\$	641.42	ea	\$	83.38	\$ 724.80	\$	641.42	ea	\$	83.38	\$ 724.80
Booth	\$	69.16	ea	\$	8.99	\$ 78.15	\$	69.16	ea	\$	8.99	\$ 78.15
Advertising	\$	-										
Wall Advertising	\$	155.00	/yr	\$	20.15	\$ 175.15	\$	155.00	/yr	\$	20.15	\$ 175.15
Board Advertising	\$	515.00	/yr	\$	66.95	\$ 581.95	\$	515.00	/yr	\$	66.95	\$ 581.95
Ice Advertising	\$	1,030.00	/yr	\$	133.90	\$ 1,163.90	\$	1,030.00	/yr	\$	133.90	\$ 1,163.90
Scoreboard Advertising	\$	2,060.00	/yr	\$	267.80	\$ 2,327.80	\$	2,060.00	/yr	\$	267.80	\$ 2,327.80
Pavilions	\$	-					\$	-				
Dundalk Lions Pavilion	\$	100.00	ea	\$	13.00	\$ 113.00	\$	100.00	ea	\$	13.00	\$ 113.00
Hopeville Pavilion	\$	100.00	ea	\$	13.00	\$ 113.00	\$	100.00	ea	\$	13.00	\$ 113.00
Holstein Pavilion - Event - no alcohol	\$	100.00	ea	\$	13.00	\$ 113.00	\$	100.00	ea	\$	13.00	\$ 113.00
Holstein Pavilion - Event - with alcohol	\$	355.00	ea	\$	46.15	\$ 401.15	\$	355.00	ea	\$	46.15	\$ 401.15
Dundalk Olde Town Hall	\$	-					\$	-				
Former Council Chambers	\$	59.29	ea	\$	7.71	\$ 67.00	\$	59.29	ea	\$	7.71	\$ 67.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule K - Recreation

Attachment 1

				Revised			Existing			Increase (Decrease)		
				Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Parks & Campground												
Parks	\$	-					\$	-				
Dromore	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Holstein Jubilee Park	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Holstein Park	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Dundalk Memorial Park	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Dundalk Pat Dale	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Ball Parks	\$	-					\$	-				
Per game (Monday to Friday)	\$	34.51 ea	\$	4.49	\$	39.00	\$	34.51 ea	\$	4.49	\$	39.00
Per game (adult/lights)	\$	39.47 ea	\$	5.13	\$	44.60	\$	39.47 ea	\$	5.13	\$	44.60
Minor Ball (no lights/per team)	\$	54.29 ea	\$	7.06	\$	61.35	\$	54.29 ea	\$	7.06	\$	61.35
Minor Ball (lights/per game)	\$	14.91 ea	\$	1.94	\$	16.85	\$	14.91 ea	\$	1.94	\$	16.85
Slow Pitch (no lights/per team)	\$	202.48 ea	\$	26.32	\$	228.80	\$	202.48 ea	\$	26.32	\$	228.80
Tournaments (Saturday only)	\$	123.41 ea	\$	16.04	\$	139.45	\$	123.41 ea	\$	16.04	\$	139.45
Friday and Saturday	\$	158.01 ea	\$	20.54	\$	178.55	\$	158.01 ea	\$	20.54	\$	178.55
Weekend	\$	187.48 ea	\$	24.37	\$	211.85	\$	187.48 ea	\$	24.37	\$	211.85
Dundalk Memorial Park Campground	\$	-					\$	-				
Per Night, per site	\$	41.59 ea	\$	5.41	\$	47.00	\$	41.59 ea	\$	5.41	\$	47.00
7th consecutive night		No charge						No charge				
Pool												
Dundalk Memorial Pool												
Public Swimming												
Tots (0-2 years)		No charge						No charge			\$	-
Child (3-12 years)	\$	3.53 ea	\$	0.47	\$	4.00	\$	3.53 ea	\$	0.47	\$	4.00
Youth (13-16 years)	\$	3.98 ea	\$	0.52	\$	4.50	\$	3.98 ea	\$	0.52	\$	4.50
Adult (17 years +)	\$	5.30 ea	\$	0.70	\$	6.00	\$	5.30 ea	\$	0.70	\$	6.00
Family (same household)	\$	10.61 ea	\$	1.39	\$	12.00	\$	10.61 ea	\$	1.39	\$	12.00
Season Pass	\$	-					\$	-				
- 1 Child	\$	100.00 ea	\$	13.00	\$	113.00	\$	100.00 ea	\$	13.00	\$	113.00
- 1 Adult	\$	124.78 ea	\$	16.22	\$	141.00	\$	124.78 ea	\$	16.22	\$	141.00
- 2 persons (same household)	\$	149.57 ea	\$	19.43	\$	169.00	\$	149.57 ea	\$	19.43	\$	169.00
- Family (same household)	\$	198.23 ea	\$	25.77	\$	224.00	\$	198.23 ea	\$	25.77	\$	224.00
Swimming Lessons	\$	-					\$	-				
1 Child	\$	73.00 ea	\$	-	\$	73.00	\$	73.00 ea	\$	-	\$	73.00
2 Children (same household)	\$	124.00 ea	\$	-	\$	124.00	\$	124.00 ea	\$	-	\$	124.00
3 or more children (same household)	\$	174.00 ea	\$	-	\$	174.00	\$	174.00 ea	\$	-	\$	174.00
Private lesson per 1/2 hour	\$	32.00 ea	\$	-	\$	32.00	\$	32.00 ea	\$	-	\$	32.00
Semi-private lesson per additional person	\$	21.00 ea	\$	-	\$	21.00	\$	21.00 ea	\$	-	\$	21.00
Pool Rental - per hour	\$	54.87 /hr	\$	7.13	\$	62.00	\$	54.87 /hr	\$	7.13	\$	62.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule K - Recreation

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Ice Rates									
Dundalk Arena	\$ -			\$ -					
Prime ice time (6 pm - Monday to Friday; 8 am to 12 am Saturday and Sunday)	\$ 129.25 /hr	\$ 16.80	\$ 146.05	\$ 129.25 /hr	\$ 16.80	\$ 146.05	\$ -	\$ -	\$ -
Minor Hockey	\$ 119.56 /hr	\$ 15.54	\$ 135.10	\$ 119.56 /hr	\$ 15.54	\$ 135.10	\$ -	\$ -	\$ -
Figure Skating	\$ 119.56 /hr	\$ 15.54	\$ 135.10	\$ 119.56 /hr	\$ 15.54	\$ 135.10	\$ -	\$ -	\$ -
Non resident Minor/Figure	\$ 123.85 /hr	\$ 16.10	\$ 139.95	\$ 123.85 /hr	\$ 16.10	\$ 139.95	\$ -	\$ -	\$ -
Non prime (local)	\$ 86.15 /hr	\$ 11.20	\$ 97.35	\$ 86.15 /hr	\$ 11.20	\$ 97.35	\$ -	\$ -	\$ -
Non prime - other	\$ 96.96 /hr	\$ 12.59	\$ 109.55	\$ 96.96 /hr	\$ 12.59	\$ 109.55	\$ -	\$ -	\$ -
Summer Adult Sports Programs	\$ 75.44 /hr	\$ 9.81	\$ 85.25	\$ 75.44 /hr	\$ 9.81	\$ 85.25	\$ -	\$ -	\$ -
Summer Youth Sports Programs	\$ 64.69 /hr	\$ 8.41	\$ 73.10	\$ 64.69 /hr	\$ 8.41	\$ 73.10	\$ -	\$ -	\$ -

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule L - Southgate Ruth Hargrave Memorial Library

	Revised			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Library membership fee									
Resident	Free			Free					
Non-resident (per person, per year)	\$ 66.37 ea	\$ 8.63	\$ 75.00	\$ 66.37 ea	\$ 8.63	\$ 75.00	\$ -	\$ -	\$ -
Faxes (sending & receiving) - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Laminating - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Scanning (patron provides disk or email address) - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Photocopies									
Black & White (per page)	\$ 0.22 ea	\$ 0.03	\$ 0.25	\$ 0.22 ea	\$ 0.03	\$ 0.25	\$ -	\$ -	\$ -
Colour (per page)	\$ 0.66 ea	\$ 0.09	\$ 0.75	\$ 0.66 ea	\$ 0.09	\$ 0.75	\$ -	\$ -	\$ -
Late Fee - per item, per day [Subject to a maximum of \$5]	NA	\$ -		NA	\$ -			\$ -	\$ -
Library card replacement	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ 0.88 ea	\$ 0.12	\$ 1.00	\$ -	\$ -	\$ -
Replacement of lost or damaged books	Replacement Cost			Replacement Cost				\$ -	\$ -
Genealogy research (includes a search of the library's records and mailing the research results within 30 days) [Photocopies will incur an additional charge of \$0.25 per page]	\$ 7.07 ea	\$ 0.93	\$ 8.00	\$ 6.41 ea	\$ 0.84	\$ 7.25	\$ 0.66	\$ 0.09	\$ 0.75
Mill Room [May only be rented by area community groups for meetings, training programs and/or youth programs for related registration. No permission will be given for events of a personal or business nature such as (but not limited to) birthday parties, anniversaries, reunions, bridal showers and sales (i.e. household goods) will be granted.]									
Community Groups - 3 hours or less	\$ 31.86 ea	\$ 4.14	\$ 36.00	\$ 31.86 ea	\$ 4.14	\$ 36.00	\$ -	\$ -	\$ -
Community Groups - All day	\$ 63.72 ea	\$ 8.28	\$ 72.00	\$ 63.72 ea	\$ 8.28	\$ 72.00	\$ -	\$ -	\$ -
Youth-based organizations - All day	\$ 14.16 ea	\$ 1.84	\$ 16.00	\$ 14.16 ea	\$ 1.84	\$ 16.00	\$ -	\$ -	\$ -
Public Programs - All day	\$ 31.86 ea	\$ 4.14	\$ 36.00	\$ 31.86 ea	\$ 4.14	\$ 36.00	\$ -	\$ -	\$ -

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Pre-Consultation Review Fee	\$ 500.00	ea	\$ -	\$ 500.00	N/A	\$ -	\$ 500.00	\$ -	\$ 500.00
Redline vision Review Fee	\$ 1,500.00	ea	\$ -	\$ 1,500.00	N/A	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Official Plan Amendment Minor									
Fee (non-refundable)	\$ 3,000.00	ea	\$ -	\$ 3,000.00	\$ 1,674.00	ea	\$ 1,326.00	\$ -	\$ 1,326.00
Contingency Fee (refundable *)	\$ 2,500.00	ea	\$ -	\$ 2,500.00	\$ 2,000.00	ea	\$ 500.00	\$ -	\$ 500.00
Total	\$ 5,500.00		\$ -	\$ 5,500.00	\$ 3,674.00		\$ 1,826.00	\$ -	\$ 1,826.00
Major									
Fee (non-refundable)	\$ 5,000.00	ea	\$ -	\$ 5,000.00	\$ 2,754.00	ea	\$ 2,246.00	\$ -	\$ 2,246.00
Contingency Fee (refundable *)	\$ 5,000.00	ea	\$ -	\$ 5,000.00	\$ 5,000.00	ea	\$ -	\$ -	\$ -
Total	\$ 10,000.00		\$ -	\$ 10,000.00	\$ 7,754.00		\$ 2,246.00	\$ -	\$ 2,246.00
Zoning By-law Amendment Straight forward									
Fee	\$ 1,600.00	ea	\$ -	\$ 1,600.00	\$ 1,350.00	ea	\$ 250.00	\$ -	\$ 250.00
Complex									
Fee (non-refundable)	\$ 2,900.00	ea	\$ -	\$ 2,900.00	\$ 2,214.00	ea	\$ 686.00	\$ -	\$ 686.00
Contingency Fee (refundable *)	\$ 3,000.00	ea	\$ -	\$ 3,000.00	\$ 2,500.00	ea	\$ 500.00	\$ -	\$ 500.00
Total	\$ 5,900.00		\$ -	\$ 5,900.00	\$ 4,714.00		\$ 1,186.00	\$ -	\$ 1,186.00
MZO Request Review	\$ 1,000.00	ea	\$ -	\$ 1,000.00	N/A	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Consent Application									
Fee - with application	\$ 1,600.00	ea		\$ 1,600.00	\$ 1,404.00	ea	\$ 196.00	\$ -	\$ 196.00
Fee - upon approval	\$ 300.00	ea	\$ -	\$ 300.00	\$ 297.00	ea	\$ 3.00	\$ -	\$ 3.00
Total	\$ 1,900.00		\$ -	\$ 1,900.00	\$ 1,701.00		\$ 199.00	\$ -	\$ 199.00
Approval of Consent & Deed verification fee	\$ 380.00	ea	\$ -	\$ 380.00	\$ 378.00	ea	\$ 2.00	\$ -	\$ 2.00
Validation Certificate	\$ 600.00	ea	\$ -	\$ 600.00	\$ 594.00	ea	\$ 6.00	\$ -	\$ 6.00
Cancellation Certificate	\$ 600.00	ea	\$ -	\$ 600.00	\$ 594.00	ea	\$ 6.00	\$ -	\$ 6.00
Minor Variance Application	\$ 1,400.00	ea	\$ -	\$ 1,400.00	\$ 1,026.00	ea	\$ 374.00	\$ -	\$ 374.00
Extension of Legal non-conforming use	N/A	ea	\$ -		\$ 1,134.00	ea	\$ (1,134.00)	\$ -	\$ (1,134.00)
Part lot control by-law	\$ 1,674.00	ea	\$ -	\$ 1,674.00	\$ 1,674.00	ea	\$ -	\$ -	\$ -
Temporary Use By-law	\$ 1,674.00	ea	\$ -	\$ 1,674.00	\$ 1,674.00	ea	\$ -	\$ -	\$ -
Agreement re Temporary Use By-law									
Fee (non-refundable)	\$ 400.00	ea	\$ -	\$ 400.00	\$ 135.00	ea	\$ 265.00	\$ -	\$ 265.00
Contingency Fee (refundable *)	\$ 2,500.00	ea	\$ -	\$ 2,500.00	\$ 2,500.00	ea	\$ -	\$ -	\$ -
Total	\$ 2,900.00		\$ -	\$ 2,900.00	\$ 2,635.00		\$ 265.00	\$ -	\$ 265.00
By-law to Lift Holding Provision									
Fee (with a related site plan agreement)	\$ 600.00	ea	\$ -	\$ 600.00	\$ 594.00	ea	\$ 6.00	\$ -	\$ 6.00
Fee (without a related site plan agreement)	\$ 600.00	ea	\$ -	\$ 600.00	\$ 594.00	ea	\$ 6.00	\$ -	\$ 6.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

Attachment 1

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Subdivision/Condominium Draft Review									
Fee (non-refundable)	\$ 4,000.00 ea	\$ -	\$ 4,000.00	\$ 1,134.00 ea	\$ -	\$ 1,134.00	\$ 2,866.00	\$ -	\$ 2,866.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Total	\$ 14,000.00	\$ -	\$ 14,000.00	\$ 6,134.00	\$ -	\$ 6,134.00	\$ 7,866.00	\$ -	\$ 7,866.00
Subdivision/Condominium Agreement									
Fee (non-refundable)	\$ 2,500.00 ea	\$ -	\$ 2,500.00	\$ 2,214.00 ea	\$ -	\$ 2,214.00	\$ 286.00	\$ -	\$ 286.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00	\$ 10,000.00 ea	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
Total	\$ 12,500.00	\$ -	\$ 12,500.00	\$ 12,214.00	\$ -	\$ 12,214.00	\$ 286.00	\$ -	\$ 286.00
Servicing Allocation Agreement	\$ 1,200.00 ea	\$ -	\$ 1,200.00	N/A	\$ -		\$ 1,200.00	\$ -	\$ 1,200.00
Extension to draft approval	\$ 600.00 ea	\$ -	\$ 600.00	\$ 520.00 ea	\$ -	\$ 520.00	\$ 80.00	\$ -	\$ 80.00
Condominium Conversion Application									
Fee (non-refundable)	\$ 1,200.00 ea	\$ -	\$ 1,200.00	\$ 1,134.00 ea	\$ -	\$ 1,134.00	\$ 66.00	\$ -	\$ 66.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 6,200.00	\$ -	\$ 6,200.00	\$ 6,134.00	\$ -	\$ 6,134.00	\$ 66.00	\$ -	\$ 66.00
Site Alteration Agreement									
Fee (non-refundable)	\$ 2,500.00 ea	\$ -	\$ 2,500.00	\$ 2,214.00 ea	\$ -	\$ 2,214.00	\$ 286.00	\$ -	\$ 286.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,214.00	\$ -	\$ 7,214.00	\$ 286.00	\$ -	\$ 286.00
Pre-Servicing Agreement									
Fee (non-refundable)	\$ 2,500.00 ea	\$ -	\$ 2,500.00	\$ 2,214.00 ea	\$ -	\$ 2,214.00	\$ 286.00	\$ -	\$ 286.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,214.00	\$ -	\$ 7,214.00	\$ 286.00	\$ -	\$ 286.00
Model Home Agreement									
Fee (non-refundable)	\$ 1,500.00 ea	\$ -	\$ 1,500.00	\$ 1,134.00 ea	\$ -	\$ 1,134.00	\$ 366.00	\$ -	\$ 366.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Total	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,134.00	\$ -	\$ 2,134.00	\$ 366.00	\$ -	\$ 366.00
Subdivision Final Approval for Registration									
Minor	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ 864.00 ea	\$ -	\$ 864.00	\$ 136.00	\$ -	\$ 136.00
Major	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 2,214.00 ea	\$ -	\$ 2,214.00	\$ 2,786.00	\$ -	\$ 2,786.00
Other Development Application									
Fee (non-refundable)	\$ 1,200.00 ea	\$ -	\$ 1,200.00	\$ 1,134.00 ea	\$ -	\$ 1,134.00	\$ 66.00	\$ -	\$ 66.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 6,200.00	\$ -	\$ 6,200.00	\$ 6,134.00	\$ -	\$ 6,134.00	\$ 66.00	\$ -	\$ 66.00
Site Plan Application/Review									
Small Scale									
Fee (non-refundable)	\$ 1,700.00 ea	\$ -	\$ 1,700.00	\$ 918.00 ea	\$ -	\$ 918.00	\$ 782.00	\$ -	\$ 782.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Total	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 1,918.00	\$ -	\$ 1,918.00	\$ 782.00	\$ -	\$ 782.00

Attachment 1

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Large Scale									
Fee (non-refundable)	\$ 3,400.00 ea	\$ -	\$ 3,400.00	\$ 3,348.00 ea	\$ -	\$ 3,348.00	\$ 52.00	\$ -	\$ 52.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Total	\$ 8,400.00	\$ -	\$ 8,400.00	\$ 8,348.00	\$ -	\$ 8,348.00	\$ 52.00	\$ -	\$ 52.00
Major									
Fee (non-refundable)	\$ 5,000.00 ea	\$ -	\$ 5,000.00	\$ 3,348.00 ea	\$ -	\$ 3,348.00	\$ 1,652.00	\$ -	\$ 1,652.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00	\$ 10,000.00 ea	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
Total	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 13,348.00	\$ -	\$ 13,348.00	\$ 1,652.00	\$ -	\$ 1,652.00
Site Plan Amendment									
Fee (non-refundable)	\$ 950.00 ea	\$ -	\$ 950.00	\$ 702.00 ea	\$ -	\$ 702.00	\$ 248.00	\$ -	\$ 248.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ 1,000.00 ea	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Total	\$ 1,950.00	\$ -	\$ 1,950.00	\$ 1,702.00	\$ -	\$ 1,702.00	\$ 248.00	\$ -	\$ 248.00
Application for approval of Foreclosure of or exercise of a Power of Sale in a Mortgage or Charge [Planning Act subsection 50(18)]	\$ 150.00 ea	\$ -	\$ 150.00	\$ 135.00 ea	\$ -	\$ 135.00	\$ 15.00	\$ -	\$ 15.00
Application requesting change(s) to the conditions of Provisional Consent [Planning Act subsection 53(23)]	\$ 300.00 ea	\$ -	\$ 300.00	\$ 297.00 ea	\$ -	\$ 297.00	\$ 3.00	\$ -	\$ 3.00
Application necessitated re-circulation of Notice of an Application	\$ 300.00 ea	\$ -	\$ 300.00	\$ 297.00 ea	\$ -	\$ 297.00	\$ 3.00	\$ -	\$ 3.00
Second Public Meeting	\$ 600.00 ea	\$ -	\$ 600.00	\$ 594.00	\$ -	\$ 594.00	\$ 6.00	\$ -	\$ 6.00
Deeming By-Law	\$ 600.00 ea	\$ -	\$ 600.00	\$ 594.00 ea	\$ -	\$ 594.00	\$ 6.00	\$ -	\$ 6.00
Parkland dedication (all new residential lots)	\$ 3,500.00 ea	\$ -	\$ 3,500.00	\$ 3,500.00 ea	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -
Paper copy of Township of Southgate Official Plan	\$ 100.00 ea	\$ 13.00	\$ 113.00	\$ 51.33 ea	\$ 6.67	\$ 58.00	\$ 48.67	\$ 6.33	\$ 55.00
Paper copy of Township of Southgate Comprehensive Zoning By-Law	\$ 100.00 ea	\$ 13.00	\$ 113.00	\$ 51.33 ea	\$ 6.67	\$ 58.00	\$ 48.67	\$ 6.33	\$ 55.00
USB Stick copy of Township of Southgate Official Plan	\$ 20.00 ea	\$ 2.60	\$ 22.60	\$ 9.96 ea	\$ 1.29	\$ 11.25	\$ 10.04	\$ 1.31	\$ 11.35
USB Stick copy of Township of Southgate Comprehensive Zoning By-Law	\$ 20.00 ea	\$ 2.60	\$ 22.60	\$ 9.96 ea	\$ 1.29	\$ 11.25	\$ 10.04	\$ 1.31	\$ 11.35
Paper copy of the Township of Southgate: 1. Municipal Servicing Standards, 2. Residential & Non-residential Building & Property Service Policy, 3. Municipal Parks & Open Space Standards & Policy	\$ 30.00 ea	\$ 3.90	\$ 33.90	\$ 22.12 ea	\$ 2.88	\$ 25.00	\$ 7.88	\$ 1.02	\$ 8.90
All Planning Applications – for sign installation	\$ 145.00 ea	\$ -	\$ 145.00	\$ 135.00 ea	\$ -	\$ 135.00	\$ 10.00	\$ -	\$ 10.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

Attachment 1

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Planning Opinion Letter	\$ 145.00 ea	\$ -	\$ 145.00	\$ 135.00 ea	\$ -	\$ 135.00	\$ 10.00	\$ -	\$ 10.00

* If expenses are less than the Fee and Contingency Fee combined, the balance will be refunded.

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule N - Risk Management Official Office - Source Water Protection (SWP)

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Risk Management Plan									
Initial Review	No charge			No charge				\$ -	\$ -
Second Review	No charge			No charge				\$ -	\$ -
Third Review	\$ 80.00 /hr	\$ 10.40	\$ 90.40	\$ 71.68 /hr	\$ 9.32	\$ 81.00	\$ 8.32	\$ 1.08	\$ 9.40
Inspection as a result of a risk management plan									
Initial	No charge			No charge				\$ -	\$ -
Re-inspections	\$ 200.00 ea	\$ 26.00	\$ 226.00	\$ 184.96 ea	\$ 24.04	\$ 209.00	\$ 15.04	\$ 1.96	\$ 17.00
Inspection as a result of non-compliance of the legislative requirements (refuse to prepare a risk management plan). Per inspection plus all staff and legal costs	\$ 200.00 ea +	\$ 26.00	\$ 226.00	\$ 184.96 ea +	\$ 24.04	\$ 209.00	\$ 15.04	\$ 1.96	\$ 17.00
Compliance letters	\$ 80.00 ea	\$ 10.40	\$ 90.40	\$ 73.45 ea	\$ 9.55	\$ 83.00	\$ 6.55	\$ 0.85	\$ 7.40

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule O - Wastewater

				Existing			Existing			Increase (Decrease)												
				Fee		HST	Fee		HST	Total		Fee		HST	Total							
Fees																						
Septage Disposal	\$	0.30	/gal	\$	-	\$	0.30	\$	0.28	/gal	\$	-	\$	0.02	\$	-	\$	0.02				
Rental of Power Snake	Not available																					
Manpower 1 man	\$	65.00	/hr	\$	-	\$	65.00	\$	59.00	/hr	\$	-	\$	59.00	\$	6.00	\$	-	\$	6.00		
2 men	\$	130.00	/hr	\$	-	\$	130.00	\$	118.00	/hr	\$	-	\$	118.00	\$	12.00	\$	-	\$	12.00		
Services for video cameraing & snaking																						
USB Stick copy	\$	20.00	ea	\$	2.60	\$	22.60	\$	9.96	ea	\$	1.29	\$	11.25	\$	10.04	\$	1.31	\$	11.35		
Fees for the cleanup of spills into the municipal water or wastewater or stormwater systems of any contaminant or hazardous material will be the responsibility of the individual or company causing such an act. Spills reporting to MOE is a requirement.	Time and materials		\$		-		Time and materials		\$		-				\$		-		\$		-	
Wastewater disconnection charge at property line	Not available																					
Usage Charges																						
Monthly base charge by Meter Size	See By-law 2020-072						See By-law 2020-072															
Volumetric Charge	See By-law 2020-072						See By-law 2020-072															
Service Connection Charges																						
Connection Charge	\$	3,205.00	ea	\$	-	\$	3,205.00	\$	2,953.00	ea	\$	-	\$	2,953.00	\$	252.00	\$	-	\$	252.00		
Street Frontage Charge	\$	215.00	/m	\$	-	\$	215.00	\$	198.00	/m	\$	-	\$	198.00	\$	17.00	\$	-	\$	17.00		
Development Charges	See DC By-law		\$		-		See DC By-law		\$		-				\$		-		\$		-	
Fines																						
Wastewater offences for contravening the Sewer Use by-law	Refer to Sewer Use By-law																					
Individuals - up to \$25,000/day	Refer to Sewer Use By-law																					
Corporations - up to \$250,000/day																						

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule P - Water

Attachment 1

				Existing			Existing			Increase (Decrease)		
				Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Fees												
New Account Set-up fee	\$	45.00	ea	\$	-	\$ 45.00	\$	40.50	ea	\$	-	\$ 40.50
Water Certificate (switching property ownership)	\$	45.00	ea	\$	-	\$ 45.00	\$	40.50	ea	\$	-	\$ 40.50
Non-Emergency Water Shutoff/Turn On (scheduled regular hours Monday to Friday 8am-3pm)	\$	70.00	ea	\$	-	\$ 70.00	\$	61.00	ea	\$	-	\$ 61.00
Water Turn On for Non-payment of Service (regular hours Monday to Friday 8am-3pm)	\$	70.00	ea	\$	-	\$ 70.00	\$	61.00	ea	\$	-	\$ 61.00
After Hours Water Turn On for Non-payment of service at a Scheduled Time	\$	105.00	ea	\$	-	\$ 105.00	\$	91.50	ea	\$	-	\$ 91.50
Emergency Water Turn On for Non-payment on a 24/7 Service Response	\$	140.00	ea	\$	-	\$ 140.00	\$	122.00	ea	\$	-	\$ 122.00
Emergency Water Turn Off for Emergency Reasons on a 24/7 Service Response	\$	140.00	ea	\$	-	\$ 140.00	\$	122.00	ea	\$	-	\$ 122.00
Emergency Water Turn On for Emergency Reasons on a 24/7 Service Response	\$	140.00	ea	\$	-	\$ 140.00	\$	122.00	ea	\$	-	\$ 122.00
Water Purchase (pools, bulk water purchases, etc.)	\$	5.85	/m3	\$	-	\$ 5.85	\$	5.40	/m3	\$	-	\$ 5.40
Hourly Manpower Rate	\$	70.00	/hr	\$	-	\$ 70.00	\$	61.00	/hr	\$	-	\$ 61.00
Water Meter Charges												
New home												
5/8" / 3/4"	\$	546.00	ea	\$	-	\$ 546.00	\$	503.00	ea	\$	-	\$ 503.00
3/4"	\$	576.00	ea	\$	-	\$ 576.00	\$	531.00	ea	\$	-	\$ 531.00
1"	\$	691.00	ea	\$	-	\$ 691.00	\$	637.00	ea	\$	-	\$ 637.00
1.5"	\$	1,035.00	ea	\$	-	\$ 1,035.00	\$	954.00	ea	\$	-	\$ 954.00
2"	\$	1,217.00	ea	\$	-	\$ 1,217.00	\$	1,122.00	ea	\$	-	\$ 1,122.00
Replacement meter charges if customer is at fault for a frozen or tampered by meter size.												
5/8" / 3/4"	\$	546.00	ea	\$	-	\$ 546.00	\$	503.00	ea	\$	-	\$ 503.00
3/4"	\$	576.00	ea	\$	-	\$ 576.00	\$	531.00	ea	\$	-	\$ 531.00
1"	\$	691.00	ea	\$	-	\$ 691.00	\$	637.00	ea	\$	-	\$ 637.00
1.5"	\$	1,035.00	ea	\$	-	\$ 1,035.00	\$	954.00	ea	\$	-	\$ 954.00
2"	\$	1,217.00	ea	\$	-	\$ 1,217.00	\$	1,122.00	ea	\$	-	\$ 1,122.00
Meter accuracy investigations												
Meter at fault		No charge						No charge				
Meter ok	\$	245.00	ea	\$	-	\$ 245.00	\$	225.00	ea	\$	-	\$ 225.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule P - Water

	Existing			Existing			Increase (Decrease)		
	Fee	HST	Total	Fee	HST	Total	Fee	HST	Total
Usage Charge									
Monthly base charge by Meter Size	See By-law 2020-072			See By-law 2020-072				\$ -	\$ -
Volumetric Charge	See By-law 2020-072			See By-law 2020-072				\$ -	\$ -
Service Connection Charges									
Connection Charge	\$ 3,560.00 ea	\$ -	\$ 3,560.00	\$ 3,281.00 ea	\$ -	\$ 3,281.00	\$ 279.00	\$ -	\$ 279.00
Street Frontage Charge	\$ 220.00 /m	\$ -	\$ 220.00	\$ 203.00 /m	\$ -	\$ 203.00	\$ 17.00	\$ -	\$ 17.00
Development Charges	See DC By-law	\$ -		See DC By-law	\$ -			\$ -	\$ -
Fines									
Tampering fine if water meter seals are broken plus (per occurrence)	Refer to Water Use By-law			Refer to Water Use By-law					

The Corporation of the Township of Southgate

By-law Number 2022-180

being a by-law to establish fees and charges for certain services provided by the Township of Southgate

Whereas the Municipal Act, 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Sections 390 to 400 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, and for the use of its property including property under its control,

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** fees shall be charged for all services listed as Schedule A through P attached hereto and forming part of this by-law; and
2. **That** all fees are due and payable at the time the service is provided. If the fees or any portion thereof remain unpaid on the first of the month immediately following, interest at the rate of 1¼% shall be charged and again on the first of each month thereafter until the account is paid in full. If the fees remain unpaid at December 31st in the year in which they were incurred, the fees and any interest will be added to the tax roll in the next year, on the real property of the owner; and
3. **That** this by-law shall come into force and effect January 1, 2023; and
4. **That** By-law 2022-103, and any other contrary to the provisions set out in this by-law are hereby rescinded.

Read a first, second and third time and finally passed this 21st day of December, 2022.

Brian Milne – Mayor

Lindsey Green – Clerk

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule A - Administration

	<u>Fee</u>		<u>HST</u>	<u>Total</u>
Photocopies				
Black & White (per page)	\$	0.44 ea	\$ 0.06	\$ 0.50
Colour (per page)	\$	0.88 ea	\$ 0.12	\$ 1.00
Faxes (sending & receiving)				
First page	\$	1.77 ea	\$ 0.23	\$ 2.00
Each page thereafter	\$	0.88 ea	\$ 0.12	\$ 1.00
Laminating (per page)	\$	1.77 ea	\$ 0.23	\$ 2.00
Southgate Flags	\$	105.75 ea	\$ 13.75	\$ 119.50
Southgate Lapel Pins	\$	2.21 ea	\$ 0.29	\$ 2.50
USB Stick video recording of meetings	\$	20.00 ea	\$ 2.60	\$ 22.60
History Books				
A History of Dundalk	\$	19.05 ea	\$ 0.95	\$ 20.00
Township of Proton	\$	19.05 ea	\$ 0.95	\$ 20.00
Ventry Area School Reunion (Hopeville Park)	\$	9.52 ea	\$ 0.48	\$ 10.00
A History of Egremont (update only)	\$	19.05 ea	\$ 0.95	\$ 20.00
The History of Holstein (Holstein History Group)	\$	19.05 ea	\$ 0.95	\$ 20.00
Statement of Account				
Paid or billed - current/one prior year	N/C		\$ -	
Paid or billed - two prior year's history	\$	30.00 ea	\$ -	\$ 30.00
4 th and prior years history [minimum charge of one half hour]	\$	60.00 /hr	\$ -	\$ 60.00
Duplicate Tax Bill	\$	30.00 ea	\$ -	\$ 30.00
Tax Certificate	\$	60.00 ea	\$ -	\$ 60.00
Tax Registration				
Tax Registration Initialization	\$	840.00	\$ -	\$ 840.00
Extension Agreement Processing Fee	\$	180.00	\$ -	\$ 180.00
Tax Sale Tender Package				
Electronic	N/C		\$ -	
Printed	\$	25.00	\$ 3.25	\$ 28.25
Mailed	\$	35.00 ea	\$ 4.55	\$ 39.55
Returned Cheque and/or Returned Pre Authorized withdrawal	\$	45.00 ea	\$ -	\$ 45.00
Administration Fee for issuing a refund	\$	45.00 ea	\$ -	\$ 45.00
Administration Fee for change of property ownership	\$	45.00 ea	\$ -	\$ 45.00
Administration labour fees (calculated on quarter hour increments)	\$	60.00 /hr	\$ -	\$ 60.00
Freedom of Information Request and general information request needing staff research time	\$	5.00 ea	\$ -	\$ 5.00
Labour	\$	7.50 /15 min	\$ -	\$ 7.50
Photocopying/Computer Printouts	\$	0.20 per page	\$ -	\$ 0.20
Civil Marriage Service				
During normal office hours	\$	300.00 ea	\$ 39.00	\$ 339.00
Outside normal office hours	\$	400.00 ea	\$ 52.00	\$ 452.00
Travel (if ceremony is not held in Council Chambers)	Southgate's Vehicle Mileage Reimbursement Rate / km			
Marriage Licence	\$	100.00 ea	\$ -	\$ 100.00
Lottery Licence				
Raffle [minimum \$15]	3% of prize		\$ -	3% of prize
50/50 and Bazaar [minimum \$15]	3% of prize		\$ -	3% of prize
Break open tickets (per unit)	\$	20.00 ea	\$ -	\$ 20.00
Bingo – one time	\$	20.00 ea	\$ -	\$ 20.00
Bingo – per year	\$	120.00 ea	\$ -	\$ 120.00
Monte Carlo - per event	\$	20.00 ea	\$ -	\$ 20.00
Blanket Raffle [minimum \$50]	3% of prize		\$ -	3% of prize
Fence Viewing				
Fence Viewer Application Fee	\$	240.00 ea	\$ -	\$ 240.00
Administrative Fee per required viewing: (for staff time, other than fence-viewers)	\$	60.00 ea	\$ -	\$ 60.00
Services of a Land Surveyor (if required)	Actual costs			

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule A - Administration

	<u>Fee</u>	<u>HST</u>	<u>Total</u>
Commissioning Fee			
Resident of Southgate	N/C	\$ -	
Non-resident of Southgate	\$ 15.00 ea	\$ -	\$ 15.00
Appeal of a Municipal Order (this fee is refundable only if the Municipal Order is repealed. If is not refundable if the decision is to amend the Order)	\$ 240.00 ea	\$ -	\$ 240.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule B - Fire

	Fee	HST	Total
Fire Inspections			
Single family dwelling			
Owner request	No charge		
Non-Owner request	\$ 75.00 ea	\$ 9.75	\$ 84.75
Commercial/Industrial buildings (includes residential units within)			
Initial (owner request)	No charge		
Initial (non-owner request)	\$ 150.00 ea	\$ 19.50	\$ 169.50
Re-inspection	\$ 75.00 ea	\$ 9.75	\$ 84.75
Fire Incident report	\$ 75.00 ea	\$ 9.75	\$ 84.75
File Search	\$ 75.00 ea	\$ 9.75	\$ 84.75
Securing a fire scene (per person, per hour)	\$ 60.00 /hr	\$ -	\$ 60.00
Natural Gas Leak Incident			
Accidental	No charge		
Avoidable			
Per apparatus	Current MTO Rate		
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00
Open Air Fire without permit/approval			
Per apparatus	Current MTO Rate		
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00
Open Air Fire with permit/approval (at the discretion of the Chief of Fire Official or designate)			
Per apparatus	Current MTO Rate		
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00
Non-Resident Motor Vehicle Accident/collision/fire (Maximum of 3 apparatus)			
Per apparatus	Current MTO Rate		
Per firefighter	\$ 60.00 /hr	\$ -	\$ 60.00
Other municipal departments or contracted services requested by the Chief Fire Official for fire suppression, specialized rescue or investigation (may include but not limited to rental equipment, cost of materials,damage, excavator)	Actual Cost		

Township of Southgate

By-law 2022-180 Fees and Charges

Schedule C - Building

	Fee	HST	Total
Service			
Deposits			
Pre-occupancy deposit (refundable upon final inspection)	\$ 1,000.00 ea	\$ -	\$ 1,000.00
Deposit for final inspection (refundable in one year - prorated thereafter)	\$ 250.00 ea	\$ -	\$ 250.00
Application Fee (to be applied to permit fee, if issued)	\$ 150.00 ea	\$ -	\$ 150.00
Minimum permit fee	\$ 150.00 ea	\$ -	\$ 150.00
Change of Use permit	\$ 150.00 ea	\$ -	\$ 150.00
Revision to an existing permit	\$ 150.00 ea	\$ -	\$ 150.00
Demolition permit	\$ 100.00 ea	\$ -	\$ 100.00
Conditional permit	\$100 plus permit fee		
Compliance letter	\$ 100.00 ea	\$ -	\$ 100.00
Administrative Fee (BWOP)	2x permit value or \$500, whichever is greater	\$ -	
Re-inspection fee - after 2 (will be deducted from deposit at posted fee)	\$ 75.00 ea	\$ -	\$ 75.00
Inspection on Permit over 4 years old [minimum charge of \$75]	\$ 75.00 /hr	\$ -	\$ 75.00
Renewal of building permit (per year, will be deducted from deposit at posted fee)	\$ 75.00 ea	\$ -	\$ 75.00
Administration file search fee [minimum charge of \$15]	\$ 60.00 /hr	\$ -	\$ 60.00
Third party costs	Full cost recovery	\$ -	
Penalty for permits issued after commencement of work	See Building Code Act By-law	\$ -	
Building Permits			
Residential - New and additions (covered decks, all floors except basement)	\$ 0.60 /ft2	\$ -	\$ 0.60
Residential - Renovations (all floors & basement)	\$ 0.40 /ft2	\$ -	
Decks (per deck)	\$ 150.00 ea	\$ -	\$ 150.00
Plumbing Permit	\$ 65.00 /fl	\$ -	\$ 65.00
Mechanical review	\$10 / \$1,000 of estimated cost of construction	\$ -	
Public Swimming Pool / Enclosure Area	\$ 150.00 ea	\$ -	\$ 150.00
Fireplace / Heating Plant	\$ 150.00 ea	\$ -	\$ 150.00
Accessory Building	\$ 0.35 /ft2	\$ -	\$ 0.35
Agricultural (under 6458 square ft, 600 square metres) [minimum charge of \$500]	\$ 0.20 /ft2	\$ -	\$ 0.20
Agricultural (over 6458 square ft, 600 square metres)	\$ 0.15 /ft2	\$ -	\$ 0.15
Manure tanks	\$ 0.15 /ft2	\$ -	\$ 0.15
Silos Upright and Bunker without roof	\$ 150.00 ea	\$ -	\$ 150.00
Graneries	\$ 150.00 ea	\$ -	\$ 150.00
Commercial / Industrial	\$10 / \$1,000 of estimated cost of construction	\$ -	
Medical Marijuana Facility	\$10 / \$1,000 of estimated cost of construction	\$ -	
Institutional	\$10 / \$1,000 of estimated cost of construction	\$ -	

Township of Southgate

By-law 2022-180 Fees and Charges

Schedule C - Building

	Fee	HST	Total
Tent (over 645 ft2 or 60m2)	\$ 75.00 ea	\$ -	\$ 75.00
Industrial wind turbine	\$ 35,000 ea	\$ -	\$ 35,000
Industrial wind turbine performance bond	\$ 100,000 ea	\$ -	\$ 100,000
Industrial wind turbine permit for works on municipal right-of-way	See Schedule K - Planning	\$ -	
Industrial wind turbine municipal consultation for renewable energy project	See Schedule K - Planning	\$ -	
Sewage			
Private Sewage Disposal System - Class 2	\$ 250.00 ea	\$ -	\$ 250.00
Private Sewage Disposal System - Tank replacement	\$ 250.00 ea	\$ -	\$ 250.00
Private Sewage Disposal System - Renovate	\$ 250.00 ea	\$ -	\$ 250.00
Private Sewage Disposal System - Class 4 & 5 (where applicable)	\$ 500.00 ea	\$ -	\$ 500.00
Private Sewage Disposal System - with daily flows 4,501L and 10,000L	\$ 500.00 ea	\$ -	\$ 500.00
Septic Review	\$ 150.00 ea	\$ -	\$ 150.00
Septic Review (multiples)	\$ 125.00 /unit	\$ -	\$ 125.00
Septic Compliance Letter	\$ 100.00 ea	\$ -	\$ 100.00
Decommissioning of septic systems	\$ 100.00 ea	\$ -	\$ 100.00
Sewer permit	See Schedule M - Wastewater	\$ -	
Development Charges			
Development Charges - (Due when building permit issued)	Refer to DC By-law	\$ -	
By-law Enforcement			
Illicit Marijuana Grow Op Inspection	\$500 plus costs	\$ -	
Water Meter Charges			
New home			
5/8" / 3/4"	See Schedule N - Water	\$ -	\$ -
3/4"		\$ -	\$ -
1"		\$ -	\$ -
1.5"		\$ -	\$ -
2"		\$ -	\$ -

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule D - Property Standards

	Fee	HST	Total
Application for Fill Permitting or Site Alteration			
Fee (non-refundable)	\$ 1,200.00 ea	\$ -	\$ 1,200.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00
Total	\$ 11,200.00 ea	\$ -	\$ 11,200.00
Appeal of a Property Standards Order (this fee is refundable only if the Municipal Order is repealed. If is not refundable if the decision is to amend the Order)	\$ 240.00 ea	\$ -	\$ 240.00
Inspections where owner fails to comply with an Order	\$ 240.00 ea	\$ -	\$ 240.00
Order has been registered and required discharged	\$ 600.00 ea	\$ -	\$ 600.00
Conviction registered for a breach of any order	\$ 600.00 ea	\$ -	\$ 600.00
Municipality undertakes to complete the work	\$ 600.00 ea	\$ -	\$ 600.00
Certificate of Compliance	\$ 90.00 ea	\$ -	\$ 90.00

*** If expenses are less than the Fee and Contingency Fee combined, the balance will be refunded.**

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule E - Police

	Fee		HST	Total
At-Fault False Alarm Fee	\$ 435.00 ea		\$ -	\$ 435.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule F - Canine Control

	Fee	HST	Total
Licence Fees			
Annual Dog Licence (maximum of three per household)	\$ 40.00 ea	\$ -	\$ 40.00
Replacement Tag	\$ 15.00 ea	\$ 1.95	\$ 16.95
Impound Fee (per day)	\$ 30.00 /d	\$ 3.90	\$ 33.90
Breeding or Boarding Kennel License Fee			
Two (2) to five (5) dogs	\$ 115.00 ea	\$ -	\$ 115.00
Six (6) to ten (10) dogs	\$ 230.00 ea	\$ -	\$ 230.00
Eleven (11) to fifteen (15) dogs	\$ 345.00 ea	\$ -	\$ 345.00
Sixteen (16) to twenty-five (25) dogs	\$ 575.00 ea	\$ -	\$ 575.00
Twenty-six (26) to Fifty (50) dogs	\$ 23.00 per dog		\$ 23.00
Over Fifty (50) dogs	Fee to be established by Council upon application		
Breeding or Boarding Establishment Annual License Fee			
Facility for maximum of ten (10) dogs	\$ 230.00 ea	\$ -	\$ 230.00
Facility for maximum of twenty-five (25) dogs	\$ 460.00 ea	\$ -	\$ 460.00
Facility for maximum of fifty (50) dogs	Fee to be established by Council upon application		
Facility for over fifty (50) dogs	Fee to be established by Council upon application		

* All dogs in a breeding kennel must be registered – Animal Pedigree Act (Canada)

Fines	
<div> <div>Dog running at large</div> <div>Dog not muzzled or leashed if it is a restricted dog or deemed dangerous</div> <div>Dog not registered and licensed</div> <div>Dog not properly identifiable</div> <div>Using a dog tag for a dog other than the dog for which tag was issued</div> <div>Not preventing dog(s) from persistent barking, calling, whining,</div> <div>Providing incomplete or inaccurate information to Township of Southgate</div> <div>Failure to remove feces left by dog</div> <div>Operating a kennel without a kennel license</div> <div>Failure to vaccinate a dog for rabies and keep vaccination current</div> </div>	Refer to Canine Control By-law

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule G - Roads

	Fee		HST	Total
Entrance Permit				
Residential - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 245.00
Residential - Deposit (refundable upon a final approval inspection)	\$ 400.00	ea	\$ -	\$ 400.00
Total	\$ 645.00		\$ -	\$ 645.00
Field - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 245.00
Field - Deposit (refundable upon a final approval inspection)	\$ 600.00	ea	\$ -	\$ 600.00
Total	\$ 845.00		\$ -	\$ 845.00
Industrial/Commercial/Institutional (ICI) < 8 metres - Fee (non-refundable)	\$ 245.00	ea	\$ -	\$ 245.00
Industrial/Commercial/Institutional (ICI) < 8 metres - Deposit (refundable upon a final approval inspection)	\$ 800.00	ea	\$ -	\$ 800.00
Total	\$ 1,045.00		\$ -	\$ 1,045.00
Industrial/Commercial/Institutional (ICI) > 8 metres - Fee (non-refundable)	\$ 1,225.00	ea	\$ -	\$ 1,225.00
Industrial/Commercial/Institutional (ICI) > 8 metres - Deposit (refundable upon a final approval inspection)	\$ 4,000.00	ea	\$ -	\$ 4,000.00
Total	\$ 5,225.00		\$ -	\$ 5,225.00
Civic Address (911 sign) - New application, sign, stake, installation	\$ 145.00	ea	\$ -	\$ 145.00
Civic Address replacement blade (911 sign)	\$ 50.00	ea	\$ 6.50	\$ 56.50
Civic Address replacement stake	\$ 26.00	ea	\$ 3.38	\$ 29.38
Custom Work [Minimum time charged of one hour]				
Operator	\$ 60.00	/hr	\$ 7.80	\$ 67.80
Grader with Operator	\$ 150.00	/hr	\$ 19.50	\$ 169.50
Tandem truck with Operator	\$ 150.00	/hr	\$ 19.50	\$ 169.50
Single Axle truck with Operator	\$ 145.00	/hr	\$ 18.85	\$ 163.85
Excavator with Operator	\$ 145.00	/hr	\$ 18.85	\$ 163.85
Loader with Operator	\$ 150.00	/hr	\$ 19.50	\$ 169.50
Tractor with Operator	\$ 145.00	/hr	\$ 18.85	\$ 163.85
Annual Moving (wide load) Permit Fees	\$ 123.00	ea	\$ -	\$ 123.00
Tile Drain Loan Inspections	\$ 123.00	ea	\$ -	\$ 123.00
Road Occupancy and Encroachment Application	\$ 123.00	ea	\$ -	\$ 123.00
Haul Route Approval Agreements	\$ 123.00	ea	\$ -	\$ 123.00
Road use agreements (for road upgrading)				
Fee (non-refundable)	\$ 2,421.00	ea	\$ -	\$ 2,421.00
Deposit (refundable)	\$ 5,000.00	ea	\$ -	\$ 5,000.00
Total	\$ 7,421.00		\$ -	\$ 7,421.00
Storm Water Service Connection Charges				
Connection Charge	\$ 2,611.00	ea	\$ -	\$ 2,611.00
Street Frontage Charge	\$ 239.00	/m	\$ -	\$ 239.00
Authorized Requester Information Service				
Statistical Collision information				
Resident	\$ 60.00		\$ -	\$ 60.00
Non-Resident	\$ 90.00		\$ -	\$ 90.00
Cost Recovery for Damage Claims				
Resident	Actual cost of repairs		\$ -	
Non-Resident			\$ -	
Fire department Billing				
Resident	Current MTO Rates		\$ -	
Non-Resident			\$ -	

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule H - Parking

	<u>Fee</u>	<u>HST</u>	<u>Total</u>
Fines			
Park incorrect direction	Refer to Parking By-law		
Stop within 6 metres of crosswalk			
Park on sidewalk			
Park in front of driveway			
Park within 1 metre of residential driveways			
Park commercial vehicle longer than 2 hours			
Park within an intersection			
Park within 3 metres of fire hydrant			
Park on front lawn of a house			
Park on a bridge or approaches thereto			
Park to obstruct traffic			
Park to prevent removal of other vehicle parked or standing			
Park at front or emergency entrance at theatre, auditorium and/or large assembly			
Park in any public lane			
Park 2am to 7am November 15 to April 15			
Park within 9.1 metres of intersection			
Park contrary to authorized sign			
Park – disabled vehicle or travel trailer in residential area			
Park in a disabled person parking space			

Township of Southgate

By-law 2022-180 Fees and Charges

Schedule I - Waste Resources and Diversion Management

	Fee	HST	Total
Waste Collection Cart			
Recycling			
240L (Blue)	\$ 91.15 ea	\$ 11.85	\$ 103.00
360L (Blue)	\$ 115.93 ea	\$ 15.07	\$ 131.00
Annual Tipping Fee (each Blue Cart)	No charge	\$ -	
Organics			
Kitchen Catcher	\$ 5.31 ea	\$ 0.69	\$ 6.00
240L (Green)	\$ 91.15 ea	\$ 11.85	\$ 103.00
Annual Tipping Fee (each Green Cart)	No charge	\$ -	
Waste			
240L (Grey)	\$ 91.15 ea	\$ 11.85	\$ 103.00
Annual Tipping Fee - first Grey Cart	No charge	\$ -	
Annual Tipping Fee - Each additional Grey Cart	\$ 118.00 ea	\$ -	\$ 118.00
Bundle			
One (1) 360L (Recycling/Blue); One (1) Kitchen Catcher; One (1) 240L (Compost/Green); One (1) 240L (Waste/Grey)	\$ 300.00 ea	\$ 39.00	\$ 339.00
Sale of Compost			
240L or less per trip	No charge	\$ -	
Bulk (More than 240L per trip)	No charge	\$ -	
Disposal Rates			
Appliances with freon removed (tagged & certified)	No charge	\$ -	
Appliances with freon (freezer, fridge, A/C units, water coolers, dehumifiers)	\$ 32.00 ea		\$ 32.00
Asphalt shingles - Loose (Egremont Site only)	\$ 107.00 /T	\$ -	\$ 107.00
Asphalt shingles - Bundles (Dundalk Site only)	\$ 4.00 ea	\$ -	\$ 4.00
Carpet & Underlay	\$ 0.12 /ft2	\$ -	\$ 0.12
Contaminated Soil (must originate within the boundaries of Township of Southgate, analysis must be provided prior to delivery, as stated in the Egremont Environmental Compliance Approval A261602 and requirements for Ministry of the Environment Waste Disposal for soils for landfilling upon the Public Works Manager approval)	\$ 214.00 /T	\$ -	\$ 214.00
Drywall [or \$35 per pick-up truck/trailer load]	\$ 91.00 /T	\$ -	\$ 91.00
Electronic & electrical equipment (includes computers & attachments, laptops, monitors, printers, fax m/c, TV's)	No charge	\$ -	
Large furnishings	\$ 17.00 ea		\$ 17.00
Mattresses	\$ 27.00 ea		\$ 27.00
Leaf & yard waste	No charge	\$ -	
Organic materials (trees & brush)			
Household loads (pick-up truck/small trailer)	\$ 10.00 ea	\$ -	
Commercial loads	\$ 75.00 /T	\$ -	\$ 75.00
Recycle materials	No charge	\$ -	
Steel & wire (must be sorted) [Fence wire with posts attached will not be accepted]	No charge	\$ -	
Tires from passenger vehicles (maximum of 10 tires total in any one visit)	No charge	\$ -	
Tires from a large tractor, combine and farm equipment (maximum of 10 tires in any one visit)	No charge	\$ -	
Tires rims	\$ 11.00 ea	\$ -	\$ 11.00
Used oil, antifreeze, batteries	No charge	\$ -	
Waste, properly sorted bag (including bag of bale wrap)	\$ 3.25 ea		\$ 3.25

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule I - Waste Resources and Diversion Management

	Fee	HST	Total
Waste, properly sorted load [including load of bale wrap] (no evidence of recyclables, compost, steel, wood or asphalt shingles) [or \$35 per pick-up truck/trailer load]	\$ 107.00 /T	\$ -	\$ 107.00
Waste, poorly sorted load (evidence of recyclables, compost, steel, wood or asphalt shingles) [or \$75 per pick-up truck/trailer load]	\$ 214.00 /T	\$ -	\$ 214.00
Wood - commercial load of clean wood (no paint, stain, varnish, adhesives or brush, etc.) ***	\$ 75.00 /T	\$ -	\$ 75.00
Wood - dirty wood properly sorted out [or \$35 per pickup truck/trailer load] ***	\$ 107.00 /T	\$ -	\$ 107.00
Special site opening by appointment only (per visit)	\$ 120.00 ea	\$ -	\$ 120.00

*** Dundalk Transfer Station disputed loads will be rejected and weighed at Dundalk Co-op scales at resident’s or company’s expense & charged at tonnage rate.**

**** Concrete not accepted**

***** Stumps not accepted**

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule J - Cemetery

	Fee		HST	Total
Plots				
Interment Rights				
Single (1)	\$	1,425.00 ea	\$ 185.25	\$ 1,610.25
Double (1)	\$	2,650.00 ea	\$ 344.50	\$ 2,994.50
Corner Posts	\$	175.00 ea	\$ 22.75	\$ 197.75
Mortuary Storage				
Plot Holder	\$	225.00 ea	\$ 29.25	\$ 254.25
Non-Plot Holder	\$	275.00 ea	\$ 35.75	\$ 310.75
Issuance of Burial Permit (Registration of Death)	\$	25.00 ea	\$ -	\$ 25.00
License to Inter	N/C			
Interments				
Adult				
Monday to Friday (excluding Statutory Holidays)				
April 1 to December 14	\$	1,120.00 ea	\$ 145.60	\$ 1,265.60
December 15 to March 31	\$	1,420.00 ea	\$ 184.60	\$ 1,604.60
Saturday, Sunday, and Statutory Holidays				
April 1 to December 14	\$	1,220.00 ea	\$ 158.60	\$ 1,378.60
December 15 to March 31	\$	1,520.00 ea	\$ 197.60	\$ 1,717.60
Child				
Monday to Friday (excluding Statutory Holidays)				
April 1 to December 14	\$	370.00 ea	\$ 48.10	\$ 418.10
December 15 to March 31	\$	870.00 ea	\$ 113.10	\$ 983.10
Saturday, Sunday, and Statutory Holidays				
April 1 to December 14	\$	620.00 ea	\$ 80.60	\$ 700.60
December 15 to March 31	\$	1,120.00 ea	\$ 145.60	\$ 1,265.60
Infant				
Monday to Friday (excluding Statutory Holidays)				
April 1 to December 14	\$	225.00 ea	\$ 29.25	\$ 254.25
December 15 to March 31	\$	725.00 ea	\$ 94.25	\$ 819.25
Saturday, Sunday, and Statutory Holidays				
April 1 to December 14	\$	475.00 ea	\$ 61.75	\$ 536.75
December 15 to March 31	\$	975.00 ea	\$ 126.75	\$ 1,101.75
Cremation				
Monday to Friday (excluding Statutory Holidays)				
April 1 to December 14	\$	450.00 ea	\$ 58.50	\$ 508.50
December 15 to March 31	\$	850.00 ea	\$ 110.50	\$ 960.50
Saturday, Sunday, and Statutory Holidays				
April 1 to December 14	\$	550.00 ea	\$ 71.50	\$ 621.50
December 15 to March 31	\$	950.00 ea	\$ 123.50	\$ 1,073.50
Disinterment Fee	\$	1,120.00 ea	\$ 145.60	\$ 1,265.60
Foundation Installation	Actual cost			
Staking Fee for Foundations	\$	70.00 ea	\$ 9.10	\$ 79.10
Monument Maintenance Fee (set by Province of Ontario)				
Upright - larger than 16 sq ft	\$	400.00 ea	\$ -	\$ 400.00
Upright - 16 sq ft or less	\$	200.00 ea	\$ -	\$ 200.00
Flat - larger than 173 sq in	\$	100.00 ea	\$ -	\$ 100.00
Scattering Gardens				
Scattering Rights (1)	\$	335.00 ea	\$ 43.55	\$ 378.55
Memorialization	\$	670.00 ea	\$ 87.10	\$ 757.10
Scattering Fee				
Monday to Friday (excluding Statutory Holidays)				
April 1 to December 14	\$	35.00 ea	\$ 4.55	\$ 39.55
December 15 to March 31	NA	ea		
Saturday, Sunday, and Statutory Holidays				
April 1 to December 14	\$	135.00 ea	\$ 17.55	\$ 152.55
December 15 to March 31	NA	ea		

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule J - Cemetery

	Fee	HST	Total
Columbarium			
Row A			
Niche (1)	\$ 1,900.00 ea	\$ 247.00	\$ 2,147.00
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15
Total	\$ 2,855.00	\$ 371.15	\$ 3,226.15
Rows B & C			
Niche (1)	\$ 1,700.00 ea	\$ 221.00	\$ 1,921.00
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15
Total	\$ 2,655.00	\$ 345.15	\$ 3,000.15
Row D			
Niche (1)	\$ 1,600.00 ea	\$ 208.00	\$ 1,808.00
Engraving	\$ 700.00 ea	\$ 91.00	\$ 791.00
Inurnment	\$ 255.00 ea	\$ 33.15	\$ 288.15
Total	\$ 2,555.00	\$ 332.15	\$ 2,887.15
(1) Perpetual Care Contribution (included above):			
Plots			
Single	\$ 570.00 ea		\$ 570.00
Double	\$ 1,060.00 ea		\$ 1,060.00
Scattering Garden	\$ 50.25 ea		\$ 50.25
Columbarium			
Row A	\$ 285.00 ea		\$ 285.00
Rows B & C	\$ 255.00 ea		\$ 255.00
Row D	\$ 240.00 ea		\$ 240.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule K - Recreation

	<u>Fee</u>	<u>HST</u>	<u>Total</u>
Community Halls			
Swinton Park Community Centre			
Business Meetings (3 hrs or less)	\$ 59.29 ea	\$ 7.71	\$ 67.00
Rental	\$ 94.69 ea	\$ 12.31	\$ 107.00
Youth Programs	\$ 20.35 ea	\$ 2.65	\$ 23.00
Public Programs	\$ 39.82 ea	\$ 5.18	\$ 45.00
Dundalk Frank Macintyre Building	\$ -		
Business Meetings (3 hrs or less)	\$ 59.29 ea	\$ 7.71	\$ 67.00
Event - no alcohol	\$ 118.58 ea	\$ 15.42	\$ 134.00
Event - with alcohol	\$ 177.88 ea	\$ 23.12	\$ 201.00
Youth Programs	\$ 20.35 ea	\$ 2.65	\$ 23.00
Public Programs	\$ 39.82 ea	\$ 5.18	\$ 45.00
Dundalk Community Centre	\$ -		
Auditorium	\$ -		
Sports Court Usage	\$ 51.50 /hr	\$ 6.70	\$ 58.20
Event Rental	\$ 394.78 ea	\$ 51.32	\$ 446.10
Family Gathering	\$ 172.74 ea	\$ 22.46	\$ 195.20
Events (no alcohol - reg staff hours)	\$ 119.51 ea	\$ 15.54	\$ 135.05
Youth Hockey Tournaments	\$ 119.51 ea	\$ 15.54	\$ 135.05
Meetings/Funeral Lunches	\$ 100.00 ea	\$ 13.00	\$ 113.00
Public Programs	\$ 49.56 ea	\$ 6.44	\$ 56.00
Arena Floor (No ice)	\$ -		
Event - no alcohol	\$ 346.33 ea	\$ 45.02	\$ 391.35
Event - with alcohol	\$ 641.42 ea	\$ 83.38	\$ 724.80
Booth	\$ 69.16 ea	\$ 8.99	\$ 78.15
Advertising	\$ -		
Wall Advertising	\$ 155.00 /yr	\$ 20.15	\$ 175.15
Board Advertising	\$ 515.00 /yr	\$ 66.95	\$ 581.95
Ice Advertising	\$ 1,030.00 /yr	\$ 133.90	\$ 1,163.90
Scoreboard Advertising	\$ 2,060.00 /yr	\$ 267.80	\$ 2,327.80
Pavilions	\$ -		
Dundalk Lions Pavilion	\$ 100.00 ea	\$ 13.00	\$ 113.00
Hopeville Pavilion	\$ 100.00 ea	\$ 13.00	\$ 113.00
Holstein Pavilion - Event - no alcohol	\$ 100.00 ea	\$ 13.00	\$ 113.00
Holstein Pavilion - Event - with alcohol	\$ 355.00 ea	\$ 46.15	\$ 401.15
Dundalk Olde Town Hall	\$ -		
Former Council Chambers	\$ 59.29 ea	\$ 7.71	\$ 67.00
Parks & Campground			
Parks	\$ -		
Dromore	\$ 34.51 ea	\$ 4.49	\$ 39.00
Holstein Jubilee Park	\$ 34.51 ea	\$ 4.49	\$ 39.00
Holstein Park	\$ 34.51 ea	\$ 4.49	\$ 39.00
Dundalk Memorial Park	\$ 34.51 ea	\$ 4.49	\$ 39.00
Dundalk Pat Dale	\$ 34.51 ea	\$ 4.49	\$ 39.00
Ball Parks	\$ -		
Per game (Monday to Friday)	\$ 34.51 ea	\$ 4.49	\$ 39.00
Per game (adult/lights)	\$ 39.47 ea	\$ 5.13	\$ 44.60
Minor Ball (no lights/per team)	\$ 54.29 ea	\$ 7.06	\$ 61.35
Minor Ball (lights/per game)	\$ 14.91 ea	\$ 1.94	\$ 16.85
Slow Pitch (no lights/per team)	\$ 202.48 ea	\$ 26.32	\$ 228.80
Tournaments (Saturday only)	\$ 123.41 ea	\$ 16.04	\$ 139.45
Friday and Saturday	\$ 158.01 ea	\$ 20.54	\$ 178.55
Weekend	\$ 187.48 ea	\$ 24.37	\$ 211.85
Dundalk Memorial Park Campground	\$ -		
Per Night, per site	\$ 41.59 ea	\$ 5.41	\$ 47.00
7th consecutive night	No charge		

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule K - Recreation

	<u>Fee</u>	<u>HST</u>	<u>Total</u>
Pool			
Dundalk Memorial Pool			
Public Swimming			
Tots (0-2 years)	No charge		
Child (3-12 years)	\$ 3.53 ea	\$ 0.47	\$ 4.00
Youth (13-16 years)	\$ 3.98 ea	\$ 0.52	\$ 4.50
Adult (17 years +)	\$ 5.30 ea	\$ 0.70	\$ 6.00
Family (same household)	\$ 10.61 ea	\$ 1.39	\$ 12.00
Season Pass	\$ -		
- 1 Child	\$ 100.00 ea	\$ 13.00	\$ 113.00
- 1 Adult	\$ 124.78 ea	\$ 16.22	\$ 141.00
- 2 persons (same household)	\$ 149.57 ea	\$ 19.43	\$ 169.00
- Family (same household)	\$ 198.23 ea	\$ 25.77	\$ 224.00
Swimming Lessons	\$ -		
1 Child	\$ 73.00 ea	\$ -	\$ 73.00
2 Children (same household)	\$ 124.00 ea	\$ -	\$ 124.00
3 or more children (same household)	\$ 174.00 ea	\$ -	\$ 174.00
Private lesson per 1/2 hour	\$ 32.00 ea	\$ -	\$ 32.00
Semi-private lesson per additional person	\$ 21.00 ea	\$ -	\$ 21.00
Pool Rental - per hour	\$ 54.87 /hr	\$ 7.13	\$ 62.00

Ice Rates

Dundalk Arena	\$ -		
Prime ice time (6 pm - Monday to Friday; 8 am to 12 am Saturday and Sunday)	\$ 129.25 /hr	\$ 16.80	\$ 146.05
Minor Hockey	\$ 119.56 /hr	\$ 15.54	\$ 135.10
Figure Skating	\$ 119.56 /hr	\$ 15.54	\$ 135.10
Non resident Minor/Figure	\$ 123.85 /hr	\$ 16.10	\$ 139.95
Non prime (local)	\$ 86.15 /hr	\$ 11.20	\$ 97.35
Non prime - other	\$ 96.96 /hr	\$ 12.59	\$ 109.55
Summer Adult Sports Programs	\$ 75.44 /hr	\$ 9.81	\$ 85.25
Summer Youth Sports Programs	\$ 64.69 /hr	\$ 8.41	\$ 73.10

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule L - Southgate Ruth Hargrave Memorial Library

	Fee	HST	Total
Library membership fee			
Resident	Free		
Non-resident (per person, per year)	\$ 66.37 ea	\$ 8.63	\$ 75.00
Faxes (sending & receiving) - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00
Laminating - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00
Scanning (patron provides disk or email address) - per page	\$ 0.88 ea	\$ 0.12	\$ 1.00
Photocopies			
Black & White (per page)	\$ 0.22 ea	\$ 0.03	\$ 0.25
Colour (per page)	\$ 0.66 ea	\$ 0.09	\$ 0.75
Late Fee - per item, per day [Subject to a maximum of \$5]	NA	\$ -	
Library card replacement	\$ 0.88 ea	\$ 0.12	\$ 1.00
Replacement of lost or damaged books	Replacement Cost		
Genealogy research (includes a search of the library's records and mailing the research results within 30 days) [Photocopies will incur an additional charge of \$0.25 per page]	\$ 7.07 ea	\$ 0.93	\$ 8.00
Mill Room [May only be rented by area community groups for meetings, training programs and/or youth programs for related registration. No permission will be given for events of a personal or business nature such as (but not limited to) birthday parties, anniversaries, reunions, bridal showers and sales (i.e. household goods) will be granted.]			
Community Groups - 3 hours or less	\$ 31.86 ea	\$ 4.14	\$ 36.00
Community Groups - All day	\$ 63.72 ea	\$ 8.28	\$ 72.00
Youth-based organizations - All day	\$ 14.16 ea	\$ 1.84	\$ 16.00
Public Programs - All day	\$ 31.86 ea	\$ 4.14	\$ 36.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

	Fee		HST	Total
Pre-Consultation Review Fee	\$	500.00 ea	\$ -	\$ 500.00
Redline vision Review Fee	\$	1,500.00 ea	\$ -	\$ 1,500.00
Official Plan Amendment				
Minor				
Fee (non-refundable)	\$	3,000.00 ea	\$ -	\$ 3,000.00
Contingency Fee (refundable *)	\$	2,500.00 ea	\$ -	\$ 2,500.00
Total	\$	5,500.00	\$ -	\$ 5,500.00
Major				
Fee (non-refundable)	\$	5,000.00 ea	\$ -	\$ 5,000.00
Contingency Fee (refundable *)	\$	5,000.00 ea	\$ -	\$ 5,000.00
Total	\$	10,000.00	\$ -	\$ 10,000.00
Zoning By-law Amendment				
Straight forward				
Fee	\$	1,600.00 ea	\$ -	\$ 1,600.00
Complex				
Fee (non-refundable)	\$	2,900.00 ea	\$ -	\$ 2,900.00
Contingency Fee (refundable *)	\$	3,000.00 ea	\$ -	\$ 3,000.00
Total	\$	5,900.00	\$ -	\$ 5,900.00
MZO Request Review	\$	1,000.00 ea	\$ -	\$ 1,000.00
Consent Application				
Fee - with application	\$	1,600.00 ea		\$ 1,600.00
Fee - upon approval	\$	300.00 ea	\$ -	\$ 300.00
Total	\$	1,900.00	\$ -	\$ 1,900.00
Approval of Consent & Deed verification fee	\$	380.00 ea	\$ -	\$ 380.00
Validation Certificate	\$	600.00 ea	\$ -	\$ 600.00
Cancellation Certificate	\$	600.00 ea	\$ -	\$ 600.00
Minor Variance Application	\$	1,400.00 ea	\$ -	\$ 1,400.00
Extension of Legal non-conforming use	N/A		\$ -	
Part lot control by-law	\$	1,674.00 ea	\$ -	\$ 1,674.00
Temporary Use By-law	\$	1,674.00 ea	\$ -	\$ 1,674.00
Agreement re Temporary Use By-law				
Fee (non-refundable)	\$	400.00 ea	\$ -	\$ 400.00
Contingency Fee (refundable *)	\$	2,500.00 ea	\$ -	\$ 2,500.00
Total	\$	2,900.00	\$ -	\$ 2,900.00
By-law to Lift Holding Provision				
Fee (with a related site plan agreement)	\$	600.00 ea	\$ -	\$ 600.00
Fee (without a related site plan agreement)	\$	600.00 ea	\$ -	\$ 600.00
Subdivision/Condominium Draft Review				
Fee (non-refundable)	\$	4,000.00 ea	\$ -	\$ 4,000.00
Contingency Fee (refundable *)	\$	10,000.00 ea	\$ -	\$ 10,000.00
Total	\$	14,000.00	\$ -	\$ 14,000.00
Subdivision/Condominium Agreement				
Fee (non-refundable)	\$	2,500.00 ea	\$ -	\$ 2,500.00
Contingency Fee (refundable *)	\$	10,000.00 ea	\$ -	\$ 10,000.00
Total	\$	12,500.00	\$ -	\$ 12,500.00
Servicing Allocation Agreement	\$	1,200.00 ea	\$ -	\$ 1,200.00
Extension to draft approval	\$	600.00 ea	\$ -	\$ 600.00
Condominium Conversion Application				
Fee (non-refundable)	\$	1,200.00 ea	\$ -	\$ 1,200.00
Contingency Fee (refundable *)	\$	5,000.00 ea	\$ -	\$ 5,000.00
Total	\$	6,200.00	\$ -	\$ 6,200.00
Site Alteration Agreement				
Fee (non-refundable)	\$	2,500.00 ea	\$ -	\$ 2,500.00
Contingency Fee (refundable *)	\$	5,000.00 ea	\$ -	\$ 5,000.00
Total	\$	7,500.00	\$ -	\$ 7,500.00
Pre-Servicing Agreement				
Fee (non-refundable)	\$	2,500.00 ea	\$ -	\$ 2,500.00
Contingency Fee (refundable *)	\$	5,000.00 ea	\$ -	\$ 5,000.00
Total	\$	7,500.00	\$ -	\$ 7,500.00

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule M - Planning Fees

	Fee	HST	Total
Model Home Agreement			
Fee (non-refundable)	\$ 1,500.00 ea	\$ -	\$ 1,500.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00
Total	\$ 2,500.00	\$ -	\$ 2,500.00
Subdivision Final Approval for Registration			
Minor	\$ 1,000.00 ea	\$ -	\$ 1,000.00
Major	\$ 5,000.00 ea	\$ -	\$ 5,000.00
Other Development Application			
Fee (non-refundable)	\$ 1,200.00 ea	\$ -	\$ 1,200.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00
Total	\$ 6,200.00	\$ -	\$ 6,200.00
Site Plan Application/Review			
Small Scale			
Fee (non-refundable)	\$ 1,700.00 ea	\$ -	\$ 1,700.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00
Total	\$ 2,700.00	\$ -	\$ 2,700.00
Large Scale			
Fee (non-refundable)	\$ 3,400.00 ea	\$ -	\$ 3,400.00
Contingency Fee (refundable *)	\$ 5,000.00 ea	\$ -	\$ 5,000.00
Total	\$ 8,400.00	\$ -	\$ 8,400.00
Major			
Fee (non-refundable)	\$ 5,000.00 ea	\$ -	\$ 5,000.00
Contingency Fee (refundable *)	\$ 10,000.00 ea	\$ -	\$ 10,000.00
Total	\$ 15,000.00	\$ -	\$ 15,000.00
Site Plan Amendment			
Fee (non-refundable)	\$ 950.00 ea	\$ -	\$ 950.00
Contingency Fee (refundable *)	\$ 1,000.00 ea	\$ -	\$ 1,000.00
Total	\$ 1,950.00	\$ -	\$ 1,950.00
Application for approval of Foreclosure of or exercise of a Power of Sale in a Mortgage or Charge [Planning Act subsection 50(18)]	\$ 150.00 ea	\$ -	\$ 150.00
Application requesting change(s) to the conditions of Provisional Consent [Planning Act subsection 53(23)]	\$ 300.00 ea	\$ -	\$ 300.00
Application necessitated re-circulation of Notice of an Application	\$ 300.00 ea	\$ -	\$ 300.00
Second Public Meeting	\$ 600.00 ea	\$ -	\$ 600.00
Deeming By-Law	\$ 600.00 ea	\$ -	\$ 600.00
Parkland dedication (all new residential lots)	\$ 3,500.00 ea	\$ -	\$ 3,500.00
Paper copy of Township of Southgate Official Plan	\$ 100.00 ea	\$ 13.00	\$ 113.00
Paper copy of Township of Southgate Comprehensive Zoning By-Law	\$ 100.00 ea	\$ 13.00	\$ 113.00
USB Stick copy of Township of Southgate Official Plan	\$ 20.00 ea	\$ 2.60	\$ 22.60
USB Stick copy of Township of Southgate Comprehensive Zoning By-Law	\$ 20.00 ea	\$ 2.60	\$ 22.60
Paper copy of the Township of Southgate: 1. Municipal Servicing Standards, 2. Residential & Non-residential Building & Property Service Policy, 3. Municipal Parks & Open Space Standards & Policy	\$ 30.00 ea	\$ 3.90	\$ 33.90
All Planning Applications – for sign installation	\$ 145.00 ea	\$ -	\$ 145.00
Planning Opinion Letter	\$ 145.00 ea	\$ -	\$ 145.00

*** If expenses are less than the Fee and Contingency Fee combined, the balance will be refunded.**

Township of Southgate

By-law 2022-180 Fees and Charges

Schedule N - Risk Management Official Office - Source Water Protection (SWP)

	Fee	HST	Total
Risk Management Plan			
Initial Review	No charge		
Second Review	No charge		
Third Review	\$ 80.00 /hr	\$ 10.40	\$ 90.40
Inspection as a result of a risk management plan			
Initial	No charge		
Re-inspections	\$ 200.00 ea	\$ 26.00	\$ 226.00
Inspection as a result of non-compliance of the legislative requirements (refuse to prepare a risk management plan). Per inspection plus all staff and legal costs	\$ 200.00 ea +	\$ 26.00	\$ 226.00
Compliance letters	\$ 80.00 ea	\$ 10.40	\$ 90.40

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule O - Wastewater

	Fee	HST	Total
Fees			
Septage Disposal	\$ 0.30 /gal	\$ -	\$ 0.30
Rental of Power Snake	Not available		
Manpower 1 man	\$ 65.00 /hr	\$ -	\$ 65.00
2 men	\$ 130.00 /hr	\$ -	\$ 130.00
Services for video cameraing & snaking			
USB Stick copy	\$ 20.00 ea	\$ 2.60	\$ 22.60
Fees for the cleanup of spills into the municipal water or wastewater or stormwater systems of any contaminant or hazardous material will be the responsibility of the individual or company causing such an act. Spills reporting to MOE is a requirement.	Time and materials	\$ -	
Wastewater disconnection charge at property line	Not available		
Usage Charges			
Monthly base charge by Meter Size	See By-law 2020-072		
Volumetric Charge	See By-law 2020-072		
Service Connection Charges			
Connection Charge	\$ 3,205.00 ea	\$ -	\$ 3,205.00
Street Frontage Charge	\$ 215.00 /m	\$ -	\$ 215.00
Development Charges	See DC By-law	\$ -	
Fines			
Wastewater offences for contravening the Sewer Use by-law	Refer to Sewer Use By-law		
Individuals - up to \$25,000/day			
Corporations - up to \$250,000/day			

Township of Southgate
By-law 2022-180 Fees and Charges
Schedule P - Water

	<u>Fee</u>	<u>HST</u>	<u>Total</u>
Fees			
New Account Set-up fee	\$ 45.00 ea	\$ -	\$ 45.00
Water Certificate (switching property ownership)	\$ 45.00 ea	\$ -	\$ 45.00
Non-Emergency Water Shutoff/Turn On (scheduled regular hours Monday to Friday 8am-3pm)	\$ 70.00 ea	\$ -	\$ 70.00
Water Turn On for Non-payment of Service (regular hours Monday to Friday 8am-3pm)	\$ 70.00 ea	\$ -	\$ 70.00
After Hours Water Turn On for Non-payment of service at a Scheduled Time	\$ 105.00 ea	\$ -	\$ 105.00
Emergency Water Turn On for Non-payment on a 24/7 Service Response	\$ 140.00 ea	\$ -	\$ 140.00
Emergency Water Turn Off for Emergency Reasons on a 24/7 Service Response	\$ 140.00 ea	\$ -	\$ 140.00
Emergency Water Turn On for Emergency Reasons on a 24/7 Service Response	\$ 140.00 ea	\$ -	\$ 140.00
Water Purchase (pools, bulk water purchases, etc.)	\$ 5.85 /m3	\$ -	\$ 5.85
Hourly Manpower Rate	\$ 70.00 /hr	\$ -	\$ 70.00

Water Meter Charges

New home			
5/8" / 3/4"	\$ 546.00 ea	\$ -	\$ 546.00
3/4"	\$ 576.00 ea	\$ -	\$ 576.00
1"	\$ 691.00 ea	\$ -	\$ 691.00
1.5"	\$ 1,035.00 ea	\$ -	\$ 1,035.00
2"	\$ 1,217.00 ea	\$ -	\$ 1,217.00
Replacement meter charges if customer is at fault for a frozen or tampered by meter size.			
5/8" / 3/4"	\$ 546.00 ea	\$ -	\$ 546.00
3/4"	\$ 576.00 ea	\$ -	\$ 576.00
1"	\$ 691.00 ea	\$ -	\$ 691.00
1.5"	\$ 1,035.00 ea	\$ -	\$ 1,035.00
2"	\$ 1,217.00 ea	\$ -	\$ 1,217.00
Meter accuracy investigations			
Meter at fault	No charge		
Meter ok	\$ 245.00 ea	\$ -	\$ 245.00
Usage Charge			
Monthly base charge by Meter Size	See By-law 2020-072		
Volumetric Charge	See By-law 2020-072		

Service Connection Charges

Connection Charge	\$ 3,560.00 ea	\$ -	\$ 3,560.00
Street Frontage Charge	\$ 220.00 /m	\$ -	\$ 220.00
Development Charges	See DC By-law	\$ -	

Fines

Tampering fine if water meter seals are broken plus (per occurrence)	Refer to Water Use By-law
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Staff Report PW2022-058

Title of Report: PW2022-058 2022 DWQMS Management Review Meeting Minutes

Department: Public Works

Branch: Water & Wastewater

Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-058 for information; and
That Council acknowledges the receipt of the 2022 Drinking Water Quality Management Standard Annual Management Review Meeting Minutes.

Background:

Element 20 of Ontario's Drinking Water Quality Management Standard (DWQMS) identifies the requirement of the Operational Plan with an annual review with Top Management and that they are required to perform a review and report the results to the Owner, being the Corporation of the Township of Southgate on an annual basis. The DWQMS Annual Management Review Meeting was conducted on December 12, 2022. The minutes of the DWQMS Annual Management Review Meeting have been included with this report. (Attachment #1)

Staff Comments:

The agenda and minutes for the DWQMS Annual Management Review Meeting is formatted based on Element 20 of the Standard.

Financial Implications:

Financial impacts are included in the Operational Budgets.

Communications & Community Action Plan Impact:

Goal 5 - Upgrading our "Hard Services"

Action5:

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Concluding Comments:

Staff recommends that Council receive Staff Report PW2022-057 for information and that Council acknowledges the receipt of the 2022 DWQMS Annual Management Review Meeting Minutes.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1- 2022 DWQMS Annual Management Review Minutes

Attachment #2- Management Review Checklist-2022

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm

Attendees: Mayor Brian Milne, CAO Dave Milliner, Public Works Manager Jim Ellis, DWQMS Representative Cory Henry and Public Works Admin Lisa Wilson.

Meeting start: December 12, 2022, at 2:10 pm.

a) Incidents of Regulatory Non-Compliance & Compliance Inspections

A Ministry of Environment Conservation and Parks (MECP) inspection was conducted on October 12, 2021. The Township received the 2021 Inspection Report for the Dundalk Drinking Water System on December 8, 2021. We received 100% on the risk rating for 2021. The MECP conducted the 2022 inspection on September 19, 2022. The Township received the 2022 Inspection Report on November 3, 2022. We have not yet received our final inspection rating or risk rating.

Decision- The MECP has not yet sent our final inspection or risk rating. When they are received it will be reported to Council.

Action Required (who/when): Jim, report to council when risk rating is received

Completed- Jim will take to Council when results are received.

b) Incidents of Adverse Drinking Water

There were 0 incidents of Adverse Drinking Water:

There were 4 exceedances for sodium including:

	03/08/2022	07/19/2022
D3	29.9 mg/L	30.2 mg/L
D4	27.5 mg/L	27.6 mg/L

Decision- Previously reported as adverse sodium in 2018, reportable in 2023

Action Required (who/when): no action required

Completed- nothing to complete

c) Deviations from Critical Control Limits & Response Actions

There are several deviations from the critical control limits. Every time there is a deviation of a critical control limit there is an investigation to determine the cause and if there is a response required. This does not mean that the water is adverse. Most deviations are from operators performing maintenance duties and pumps turning on and off.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

d) Efficacy of Risk Assessment Process

On November 22, 2022, the DWQMS team performed a risk assessment for DWQMS Appendix A: Risk Assessment Outcomes. The Risk Assessment was not performed from scratch as that is the requirement every three years and was done in 2021. The new water tower was discussed for risk assessment and will be completed after training and commissioning of the tower later in 2023.

Decision-no decision required

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm

Action Required (who/when):no action required
Completed-nothing to complete

e) Results of Internal & Third-Party Audits

Internal Audits Results:

SOP – 21 Water Sampling and Testing was audited on October 5, 2022. 5 OFI (Opportunities for Improvement) were found during the audit.

- Missing Well 5 on page 1
- Add HAA's to "Distribution System Monitoring" and "Quarterly and Annual Sampling"
- Remove step #14 on page 7 and step 15 on page 8, regarding Purolator pickups.
- Add sampling locations, Ridley Crescent Sampling Station, Seeley Avenue Sampling Station,
- Remove dead end locations, Ida St N, Glenelg St

Decision-Complete OFI's

Action Required (who/when): Cory Henry

Completed- October 5, 2022

Third Party Audits Results: NSF-ISR completed an on-site audit September 1 and 2, 2022.

There was 1 non-conformity and 1 corrective action requests.

1. Reviewed calibration certs of 4 portable colorimeters, 2 portable turbidimeters, 2, online chlorine analyzers at each of the three well stations. Reviewed daily verification and calibration of handheld colorimeters for accuracy, from March 7 to August 29, 2022. The Standard used for this purpose was expired since February 2022.

There were 4 OFI's (Opportunity for Improvement) offered by auditor James Pang. The OFI's were:

1. Reviewed a list found in section 13 of the OP. Consider highlighting the supplies and services that are indispensable for the production and delivery of safe drinking water. Reviewed records of quality verification of sodium hypo from Anchem, BOL (bill of lading) dated July 25, 2022, Aug 15, 2022, Aug 22, 2022. Consider the following: 1. Receiver to tick off against each quality parameter verified, such as NSF certification, product %, date of manufacture 2. Request for the certificate of analysis (COA) of the product delivered and verify that their batch or lot number, as well as the product quality test result.
2. Reviewed infrastructure review notes dated Aug 25, 2022, to be in conformance. However, as an improvement, the management may consider including the author of the notes and or the participants involved in generating the notes.
3. 1. To identify and record the handheld colorimeter used in verifying and calibrating the chlorine analyzer. 2. Consider flagging the situation whenever the grab sample reading for free Cl is more than 0.05 different from the online Cl analyser reading, then to adjust the analyser of the deviation if it persists the following day.
4. 1. Consider looking into ways to ensure its working condition. 2. Ensure to record the ability of the power transfer from the gen set to the well house.

Drinking Water Quality Management System

Annual Management Review Meeting –Minutes

December 12, 2022, Hopeville Meeting Room at 2:00 pm

Decision- Submit a CAR (Corrective Action Request) for the nonconformity. Review and discuss the OFI's and implement the ones chosen. Reference attached Management Review Checklist for detail.

Action Required (who/when): Cory Henry/Lisa Wilson

Completed- CAR was submitted and accepted by NSF. The remaining to be completed as referenced in checklist.

f) Results of Emergency Response testing

The EOP exercise that was completed in 2022 was for EOP 05 – OnWARN Activation. This was a tabletop exercise with a scenario of a tornado hitting Dundalk in late October at 5pm. It lasted 10 minutes and hit areas including the Arena, well 4 and the Works Garage. The town is without power, and many roads are blocked with downed trees.

Decision- no decision required

Action Required (who/when): no action required

Completed- 5/Oct/2022

g) Operational performance

Regular well maintenance has been performed every month at all three wells, Well D5 was commissioned and online in October 2019.

A valve exercising trailer was purchased and used for the valve exercising program in 2018. We exercised the whole town the last four years, compared to doing the north side one year and the south the following year. After a brief training we were sending one operator with the trailer as opposed to two the previous years. If there was a valve box full of mud or sand the operator was able to vac it out in minutes and continue with the exercising. All the valves are now GPS'd, next year when we get set up the hand-held device will recognize the valve and we will not have to enter the valve information.

For some comparison,

	2015	2018	2019	2020	2021	2022
Number of valves in Dundalk	100	142	165	177	180	222
Number of valves exercised	48	122	145	151	151	196
Hours of labour	45	80	68.5	49.5	91.5	122.5
Time per valve	56 mins	39 mins	28 mins	20 mins	36 mins	37 mins
Number of Fire Hydrants		95	101	116	133	146
Km of water main (km)		18.9	18.9	18.9	21.9	27.7
Water main replaced (m)	271	0	1705	241	80	0
Average Daily Flow (m3/day)		458	557	632	640	777

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm

Note: The time for valve for 2018, 2019, 2020, 2021, 2022 would include time for cleaning out the valves, were in 2015 we would have had to hire a vac truck to come and do that work. In 2021 and 2022 two operators were sent to provide training for new staff member. This training not only includes the operation of the machine, much knowledge of valve locations and sizes. With the town continuing to grow rapidly, this vac trailer has been great.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

h) Raw water supply & drinking water quality trends

Sodium has been above Maximum Allowable Concentration (MAC) as historically trending at both wells 3 and 4. It will be reportable in 2023, every 57 months. Fluoride is above the MAC at Well 5 and is naturally occurring. Not reportable until 2025, every 57 months.

Decision- no decision required

Action Required (who/when): Jim/Cory report if adverse results are received in 2023 for sodium

Completed- March 2023

i) Follow-up on action items from previous management reviews

Attached is the Management Review Checklist. All items but two have been completed. Element 18, OFI, clearly define contacts in the event of a spill, the spills action plan needs updated. The clerks department has overhanded the Spills Action Plan to Public Works to manage updates in the future. Put Southgate logo on staff work clothes, Lisa has been working on this.

Decision- work together with clerk's department to update the spills action plan

Action Required (who/when): Cory Henry, Lisa Wilson, Jim Ellis, Lindsey Green

Completed – to be completed by December 16, 2022

j) Status of management action items identified between review

On January 28, 2021, a new Municipal Drinking Water Licence (MDWL) 110-101 Issue 5 was issued, as well as a new Drinking Water Works Permit (DWWP) 110-201 Issue 5 was issued by the Ministry.

A Drinking Water Works Permit application has been submitted for Ministry approval for the water tower, tendering to follow.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete

k) Changes that could affect the QMS

There are no changes identified that could affect the QMS.

Decision- no decision required

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm

Action Required (who/when): no action required

Completed- nothing to complete.

l) Consumer Feedback / Complaints

Since the last DWQMS Management in 2021 there has been 4 resident complaints reported. 2 odour complaints, 2 low pressure complaints.

- February 4, 2022 – 71 Young St. Complaint of low pressure, troubleshooting over the phone it was determined to be the water softener.
- February 14, 2022 – 561 Ida St N. Complaint of intermittent low pressure. No resolution found.
- June 11, 2022 – 311 Hagan St E, water softener installed, complaint of taste and odour issue. Tested NTU – 0.11. Could not test chlorine as there was no bypass to softener, flushed hydrant, CL2 was 1.09. Samples were taken from Moody St SS on May 24, 2022, 0 – TC, 0-EC, 10-HPC. Typical results of safe drinking water.
- July 18, 2022 – 305 Hagan St E, complaint of taste and odour. Visited residence, no issue found. A script for staff was completed to use when complaints come in to help diagnose possible problems.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

m) Resources needed to maintain the QMS

The proposed budget for 2023 is \$5,453.00.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

n) Results of Infrastructure Review

Buildings:

- Buildings and fences are in good shape.
- Generators at the wells had annual maintenance performed

Storage:

- Well D4 Reservoir was drained, cleaned, disinfected, sampled and put back into service in August 2021, this cleaning happens every 3-5 years.
- The water tower is currently being constructed. Expected commissioning is August 2023

Distribution:

- There have been 5 water main break since the last management review.
 - February 16, 2022 @ 304 Victoria St E. 6" water main
 - March 4, 2022 @ Holland St/Credit Union. 6" water main
 - April 7, 2022 @ 30 Victoria St W. 6" water main

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm

- April 10, 2022 @ 160 Grey St E. 6" water main
- November 5, 2022 @ 20 Grey St E. 6" water main
- All fire hydrants were operated and maintained for 2022, there are approximately 146 hydrants in 2022 compared to 95 in 2018.
- 1, 6" water main valve was replaced. 39 Braemore St E. The valve was missing the operating nut and leaking.

Machinery, Equipment and Software:

- Well 5, installed new auto dialer. Original was damaged when rechlor injection point broke and sprayed water onto the auto dialer.
- Well 3, new dosimeter installed in UV #1.
- Well 3, second chlorine pump installation. Now waiting on a pump to be repaired.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

o) Review of Operational Plan currency, content, and updates

There was 1 CAR and 27 DCR's for 2022.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

p) Staff Suggestions

There are no staff suggestions at this time.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

q) Recommendations for improvement of the QMS

We have implemented a CAPA (Corrective Action Preventative Action) system to track and measure our corrective actions, preventative actions and continual improvement. Try delegating some action items to other members of staff to increase involvement in the CAPA system.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete.

r) Deficiencies

There are no deficiencies to report at this time.

Decision- no decision required

Action Required (who/when): no action required

**Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 12, 2022, Hopeville Meeting Room at 2:00 pm**

Completed- nothing to complete.

s) Continual Improvement

Staff noticed that some residents are hesitant to allow Southgate staff to enter their homes and properties due to scams. It was suggested that we have the Township of Southgate logo put on work clothing to identify our staff and give residents peace of mind.

Decision- acquire clothing with the Southgate logo for staff

Action Required (who/when): Lisa Wilson, 2023

Completed- December 7, 2022

DO – Top Management shall implement and conform to the procedure and shall:

- a) Ensure that a management review is conducted at least once every calendar year.** The last DWQMS Management Review was held on December 16, 2021.
- b) Consider the results of the management review and identify deficiencies and actions items to address the deficiencies**
- c) Provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation and**
- d) Report the results of the management review, the identified deficiencies, decisions and action items to the Owner**

Meeting Close: December 12, 2022, at 2:45pm

Review Management Checklist

Date:

Action Items	Deficiencies	Person Responsible	Timeline
SOP 21 - Missing Well 5 on page 1		Cory Henry	05-Oct-22
SOP 21 - Add HAA's to "Distribution System Monitoring" and "Quarterly and Annual Sampling"		Cory Henry	05-Oct-22
SOP 21 - Remove step #14 on page 7 and step 15 on page 8, regarding Purolator pickups.		Cory Henry	05-Oct-22
SOP 21 - Add sampling locations, Ridley Crescent Sampling Station, Seeley Avenue Sampling Station,		Cory Henry	05-Oct-22
SOP 21 - Remove dead end locations, Ida St N, Glenelg St.		Cory Henry	05-Oct-22
OFI - Supplies & Services - streamline list, increase quality checks and measures on received product, C of A's and verification of product to BOL.		Cory Henry	10-Sep-22
OFI - Add author and participants to infrastructure review notes - create form		Cory Henry/Lisa Wilson	10-Sep-22
OFI - Gen-set - ensure and record working condition and transfer of power to well house.		Cory Henry	10-Sep-22
Update the Spill Contingency Plan		Lisa Wilson	01-Jun-23
Report Adverse Sodium in needed		Cory Henry	01-Mar-23
Commitment & Endorsement needs to be presented to Council and signed		Jim Ellis	01-Mar-23

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO 2022-080

Title of Report: Egremont Optimists-Southgate Township Building
Maintenance and Municipal Use Amending Agreement

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO 2022-080 as information;
and

That Council approve the draft Egremont Optimists-Southgate Township Building
Maintenance and Municipal Use Amending Agreement as presented to provide
winter sanding only property maintenance; and

That Council consider approval of the Egremont Optimists-Southgate Township
Building Maintenance and Municipal Use Amending Agreement by by-law at a future
Council meeting.

Background:

The history of this agreement started in 2010 when the Township of Southgate
installed a 40 kilowatt generator at the Egremont Optimists Club building in
Holstein as part of a need for an emergency warming centre in that community.
Funding was received through the JEPP (Joint Emergency Preparedness Program) to
pay for 45% of the total cost of \$21,594.60. An agreement between the Egremont
Optimists Club and the Township of Southgate was executed on October 6, 2010.
This agreement was up for renewal on October 1, 2015.

Staff presented staff report CAO 2015-013, at the March 3, 2015 Council meeting
where it was approved that the Township of Southgate and the Egremont Optimist
Club split on a 50% share each of the cost of all future service and maintenance
costs required to maintain the 40 kilowatt generator at the Egremont Optimist's
building in Holstein.

Staff presented a second staff report CAO 2015-035, at the June 3, 2015 Council
meeting, with changes to reflect the Egremont Optimists Club current rental rates
for the building.

At the August 12, 2015 Council meeting the following motion was approved:

Be it resolved that Council receive staff report CAO 2015-058 as information; and

That Council approve the agreement as presented and approved by the Egremont Optimist Club; and

That Council authorize the Mayor and Clerk to sign the agreement on behalf of the Township.

At the June 21, 2017 Council meeting members from the Egremont Optimists Club made a presentation to Council requesting support for building maintenance from the Southgate Solar Community Fund. As a result of that presentation the following motion was approved:

Moved by Councillor Gordon, Seconded by Councillor Dobreen;

Main Motion as Amended:

Be it resolved that Council receive the Egremont Optimist Club delegation as information; and

That Council direct staff to work with the Optimist executive to develop a suitable contribution/use agreement; and

That staff make a recommendation to Council by August 2, 2017.

Carried. No. 2017-459

Staff later created an Egremont Optimists Amending Agreement from the existing agreement with the Club that already deals with other building related issues such as WIFI hotspot service, genset maintenance and the use of the building as a Municipal Emergency Centre.

The new Amending Agreement was created and titled "Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Agreement", dated August 16, 2017. We have proposed a financial support of \$5,000.00 per year for the 5 year period of the agreement, with the Clubs option to access the funds early if needed, and if available in the Township Solar reserve account. In exchange for the Township's financial support, Southgate is requesting free use of the Optimist Building for the Township's purposes. The agreement has also been updated to reflect current conditions and now runs for 5 years starting September 1st, 2017.

The Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Agreement, dated August 16, 2017 reported the changes. The following changes requested was support funding of \$10,000.00 per year to support building maintenance and provide free use of the Optimists Building of 3 times per year for Southgate meetings, events and for municipal election use.

Staff Comments:

Staff received a request from the Egremont Optimists to provide winter sanding of the property entrance driveways. At the present time a lot of parents are entering

the Optimists property to drop off students at the public school because there is so much congestion with the construction on the school property and school bus traffic.

Staff have drafted changes to the Egremont Optimists-Southgate Property Agreement to add winter sanding operations and is included as Attachment #1. The present agreement is related to building use as a Southgate Emergency Warming Centre for the west end of Township that has included the installation of a genset and wifi service.

Financial Impact or Long Term Implications

The financial impact to the municipality is the roads department providing one pass of sanding service when required at the roadway south entrance, past the front door through the first parking area and exit the property from the north entrance when the roads department mobilizes.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments

1. That Council receive this report as information.
2. That Council approve the Amending Agreement with the Egremont Optimist Club dated December 21, 2022, to address the issue of property winter maintenance to provide sanding during the winter months.
3. Council consider approving this agreement by municipal By-law at a future Council meeting.

Respectfully Submitted,

CAO approval: Original Signed By
Dave Milliner – CAO
dmilliner@southgate.ca
519-923-2110 x210

- Attachment #1 – Egremont Optimists-Southgate Township Building Maintenance and Municipal Use Agreement, dated December 21, 2022

This Draft AMENDING AGREEMENT made in duplicate this 21st day of December, 2022

BETWEEN:

**THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE**

hereinafter called "Southgate" of the First Part;

And

EGREMONT OPTIMISTS CLUB

hereinafter called "Optimists" of the Second Part;

WHEREAS each of the Parties hereto wishes to clarify its obligations to the other Party with respect to the maintenance of an electrical generator, providing a community internet hotspot access in and around the Holstein Optimist Building herein after called the "facility" and for the use of this facility as a community warming and/or Emergency Centre in Holstein to provide access for the community of the former Egremont Township area;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants of each Party, the one with the other, the Parties hereto covenant and agree as follows:

1. Maintenance of the Genset:

- 1.1 Southgate agrees to pay for diesel fuel consumed during its declared emergency use of the facility.
- 1.2 The Optimists agrees to pay for diesel fuel used for electrical outages during general use of the facility.
- 1.3 Southgate agrees to inspect twice per year the genset unit for maintenance purposes and recording of monthly inspection information.
- 1.4 The Optimists agree to appoint a person to test the genset unit once a month by running the unit, switching the building power over onto generator electricity and document date & time of the testing, duration and record fuel level. As part of this testing and inspection the person will record an entry on the attached "Schedule A" form to be in the electrical room close to the genset switching panel.
- 1.5 That Southgate and the Optimists agree to split on a 50% share each, the cost of all future service and maintenance costs required to maintain the 40 kilowatt generator at the Egremont Optimist's building in Holstein.

2. Installation, Maintenance and Monthly Costs of the Internet Hotspot in the Facility:

- 2.1 That Southgate partner with the Egremont Optimists to provide a WIFI public hotspot internet connection for public use in and nearby the exterior of their building;
- 2.2 Southgate will be responsible for the monthly costs of the internet service to the building;
- 2.3 The Optimists will be responsible for the cost of the WIFI equipment in the facility; and
- 2.4 The Optimists will allow access to the internet service provider to complete the necessary WIFI future maintenance and testing as required.

3. Use of the Optimists Building as a Community Facility for Municipal Use or as an Emergency Centre:

- 3.1 Southgate agrees to provide the Egremont Optimists Club an annual contribution of **\$10,000.00** per year from the Southgate Community Solar Fund for the term of this agreement. If at any time by request of the Egremont Optimists Club they require an advance of all or part of the balance of the remaining 5 year funding for a special project, they may make such a request in writing to the Township CAO. The Egremont Optimist Club will receive the available funds requested, if the balance in the Southgate Community Solar Fund reserve account supports the financial request based on all of its annual commitments.
- 3.2 In exchange for the financial contribution the Township of Southgate will be allowed to use the Egremont Optimist Building for its municipal use for meetings, events and elections **8 times per year, plus the** entire facility during a Southgate Council declared emergency in the Holstein community.
- 3.3 If Southgate requires the facility for emergency purposes, this requirement would supersede any previous bookings of the facility for the duration of the declared emergency. It would be the Optimists responsibility to contact the affected parties to reschedule these bookings.
- 3.4 The Optimists agree to store emergency supplies such as blankets and cotes in the facility in preparation for an incident.
- 3.5 The Optimists will provide a contact list and updated annually to gain building access on a 24/7 basis to use the building and or to pickup emergency supplies for use in other parts of Southgate.
- 3.6 Should the kitchen be required for providing meals, Southgate will give the Optimists the first right of refusal to provide meals at a rate to be determined at that time. If the Optimists are not able to provide the

Attachment #1

catering service, Southgate would look to other community groups or service providers to supply meals. If an external caterer is brought into the Optimist Building, to provide a catering service, an Optimist member will be supplied, if available, to supervise the use of the kitchen facilities during the emergency event.

- 3.7 Southgate would pay additional justified costs or provide services for use of the facility that would be deemed as necessary as a result of the duration of the emergency or loading on services such as pumping of the septic system, snow removal, etc.
- 3.8 The Township during winter months will provide winter maintenance sanding when the Township's roads departments winter operations are mobilized for their required roadway winter plowing and sanding work. This service will be provided once a day in the morning on a best effort basis to sand both entrances, driveways and through the first parking lot. It is further agreed and understood that another contractor will be providing snow removal winter maintenance.

4. General Terms of this Agreement:

- 4.1 It is agreed that this agreement shall be for a period of 5 years starting January 1, 2023 and expire December 31, 2027. At that time the agreement will be reviewed and may be extended by agreement of both parties.
- 4.2 Should the Optimists at some time in the future sell the building or cease to exist as an organization, Southgate would retain 100% ownership of the genset unit for use at another community facility.
- 4.3 The parties hereto shall execute such further assurance as may be reasonably required to carry out the terms hereof.
- 4.4 It is further agreed that these presents and everything herein shall respectively ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 4.5 The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
- 4.6 The Optimists will indemnify and save harmless Southgate from all incidents or legal actions against the owner of the property and building resulting building or property non-municipal uses by members of the public.
- 4.7 This agreement extends to and binds the respective heirs, executors, administrators, and successors of the parties hereto as the case may be.
- 4.8 If any provision of this Agreement is determined to be invalid, illegal or unenforceable by an arbitrator or any court of competent

Attachment #1

jurisdiction, that provision will be severed from this Agreement, and the remaining provisions will remain in full force and effect.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
in the presence of:

THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE

Mayor – Brian Milne

Clerk – Lindsey Green

EGREMONT OPTIMISTS CLUB

President

Secretary

Attachment #1

Schedule A

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2022-081

Title of Report: Southgate Proposed Vacant Building By-law Report

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2022-081 as information; and

Second Motion Clause Option:

That Council provide direction to staff as a next step to finish a draft Vacant Building By-law for Council approval and by-law consideration at a future Council meeting.

Background:

This report is presented as an information related to derelict properties, including those regarding demolition requirements and the impediments that may apply. In certain instances, vacant/derelict buildings negatively impact neighbourhoods, downtown business areas and individual properties by becoming dilapidated causing hazards, appearing unsightly when the property owner next door is trying to improve, becoming infested with pests and attracting trespassers.

There are two main ways municipalities can address vacant/derelict buildings through the use of vacant building by-laws with registry and inspection requirements, and by providing development charge credits or other incentives.

Vacant Building By-laws and Registries

Some municipalities have adopted a Vacant Building Registry to reduce the number of vacant buildings in a community. A Vacant Building Registry is a list of buildings that have been vacant for a certain period of time in accordance with a corresponding Vacant Building By-law. The Registry is governed by a *Municipal Act* by-law, which typically sets out requirements and process such as property registration, owner's responsibilities, inspection requirements by municipal by-law enforcement staff and penalties for non-compliance. Some municipalities have Vacant Building By-laws, but they do not have Vacant Building Registries and some have both.

Municipalities that have established a vacant building by-law, but without a registry tend to focus more on safety from Building Code and Fire Code perspectives. Those that have established a Vacant Building Registry also focus on on-going monitoring of vacant buildings. Attachment 1 provides a comparison of some Vacant Building By-laws.

The following reports on some of the advantages and limitations for establishing a vacant building by-law and/or registry.

Advantages:

- Regulates standards for vacant buildings to ensure public safety and reduce urban blight;
- Helps monitor the number and status of vacant buildings in the Township; and
- Provides clear expectations for landowners to maintain safe conditions for vacant buildings.

Limitations:

- Reactive – does not prevent buildings from becoming vacant; and
- Requires additional resources such as administrative, legal, IT, enforcement, finance to establish and enforce the by-law, as well as to maintain the registry.

Some Vacant Building By-laws and Registries requires all vacant buildings or significantly damaged buildings to be boarded up with specific requirements. The boarding up requirements includes painting the boards, covering the windows with a black matting to resemble window glass and boards covering the door, which must be properly fitted and painted with a colour that matches the original door.

Another approach places emphasis more on permitting, fees and enforcement. The Vacant Building By-law would contain provisions regarding detailed maintenance standards and security measures for vacant buildings. This could include annual inspection fees ranging from \$600 to \$1,200, a vacant boarded building permit fees of \$2,000 to \$2,500 a year for residential and \$2,400 to \$7,800 for commercial buildings as an empty building fee. The Empty Building Fee would apply annually, until such time that the vacant building has been inspected and is determined by a municipal By-law Official to be reoccupied in accordance with the municipality's Vacant Building By-law.

Development Charge Credits

A more proactive approach to encouraging redevelopment of derelict buildings is to provide Development Charge (DC) credits. It is understood that in some instances, landowners/developers are hesitant to demolish a derelict building until building permits are issued, because the building will provide DC credits to the proposed redevelopment. Often municipal Development Charges By-laws provides a DC credit for 60 months at 100% from the day a demolition permit is issued.

Some municipalities include specific policies for derelict buildings in their DC by-laws. Others extends the reduction of development charges from the standard 60 months to a maximum of 120 months (10 years) from the date of the demolition

permit to the date of the building permit to facilitate redevelopment. The amount of the credit is determined by how soon a new building is erected with an example below of the DC credits and the declining DC credit timelines.

Number of Months from Date of Demolition Permit to Date of Building Permit Issuance	Credit Provided (%)
Up to and including 48 months	100
Greater than 48 months up to and including 72 months	75
Greater than 72 months up to and including 96 months	50
Greater than 96 months up to and including 120 months	25
Greater than 120 months	0

Staff Comments:

Vacant and/or derelict buildings pose a safety concern in all communities. The Township of Southgate and the County of Grey eliminated the vacancy tax rebate for commercial and industrial properties to remove support for vacant buildings, but this has had little impact on reducing the problem. We now have some buildings with plywood installed to cover the windows and another group of buildings have seen no progress to upgrade them for future business on the main floor or residential use in the upper levels in downtown Dundalk.

To reduce the number of vacant buildings and/or manage the exterior conditions of our downtown buildings, we need to discourage vacant/derelict buildings for extended periods of time by imposing extra fees and charges to ensure they are safe and to encourage and support redevelopment of derelict buildings.

Staff believes a Vacant Building By-law with registry requirements that ensures building standards and inspections related to building code, fire code and public safety would have a positive impact on the look of Downtown Dundalk and would support neighbouring businesses. This should increase downtown growth, create a more attractive business community related to building exteriors to attract commerce and local events, the creation of new local jobs, increase housing on upper levels in some cases, create competitive building rental rates in line with our local economy that are affordable.

The Township also has a Community Improvement Plan (CIP) to support investments in commercial spaces which can be used to incent building upgrades.

Financial Impact or Long-Term Implications

The no financial impact to the 2022 or 2023 Budgets to the municipality that will impact ratepayer taxation at the present time. The fees and charges would be established to ensure cost recovery.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Goal 2 - Revitalizing Downtown Dundalk

Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

Strategic Initiatives 2-D (2019-2023):

The Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code regulations.

Concluding Comments

1. That Council receive staff report CAO2022-081 as information.
2. That staff create a final draft Vacant Building By-law, if directed by Council to progress with the next steps to include a registry with fees, inspection process with fees and fines for non-compliance.
3. A sample draft Vacant Building By-law is included in the staff report as Attachment #2.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca 923-2110 x210

Attachments:

- Attachment #1 – Vacant Building By-law Comparison Report
- Attachment #2 – Sample Draft Vacant Building By-law

Vacant Building By-law Comparison Report

	City of Brantford	City of Hamilton	City of Welland
By-law Number	By-law 4-2016	By-law 17-127	By-law 2011-64
Definitions of Vacant Building or Derelict Building	<p>“vacant building means any Building that is or appears to be vacant, partially vacant, or unoccupied, or that, by reason of its unfinished or dilapidated condition, is open to the elements and in a state such that there is little to no control over unauthorized entry, but does not include:</p> <ul style="list-style-type: none"> (i) A dwelling unit occupied by the Owner on a seasonal basis but otherwise maintained throughout the year; (ii) A Building, except a dwelling unit, on Property used as a farm; or (iii) A Building that is owned by the City.” 	<p>“vacant building, subject to subsections 3(2) and 3(3), means a building that does not appear to be in use and, without limiting this definition, is deemed to be a building:</p> <ul style="list-style-type: none"> (a) that is not protected from the entry of unauthorized persons; (b) that is not protected from the entry of rain, snow, vermin or birds into the interior of the building; (c) where the supply of any one or more of the electricity, gas or water utilities serving the building is discontinued or disconnected; (d) where one or more of the electricity, gas or water utilities serving the building is not being used; (e) if the building contains 1, 2 or 3 dwellings, where one or more dwellings are not fit for an individual or individuals to live in in accordance with the Building Code Act, 1992 and its regulations, the Fire Protection and Prevention Act, 1997 and its regulations, the Property Standards By-law, the Vital Services By-law or any other applicable statute, regulation or by-law; (f) where 25% or more of the door and window openings to the building are partially or completely boarded up (for example, if there are 8 door and window openings to a building and 2 or more of 	<p>“vacant building means a building that is not used by an owner, and includes a building damaged by fire, a building that is unoccupied, no maintained, unsupervised, or appears abandoned in the opinion of an Inspector”</p>

Vacant Building By-law Comparison Report

		the door and window openings are partially or completely boarded up, no matter what the size of each door or window opening); or (g) where an Application for Rebate or Property Taxes for the entire building has been submitted to the City's Tax Section."	
Registration Fee	\$270 Renewal Fee of \$600/year following registration	\$1,115 (initial administration fee \$291 + the yearly inspection fee \$729.20 + HST)	Free
When to Register Vacant Building	60 consecutive days of becoming vacant	90 days of becoming vacant or within 30 days after notice from the city.	90 days of becoming vacant
Inspections	Municipal Law Enforcement Officer/Property Standards Officer may inspect building at any reasonable time	Municipal Law Enforcement Officers inspect vacant buildings at least 4 times a year and will enforce by-law violations	
Penalty for By-law Contravention	"Every person who contravenes any provision of this By-law is, upon conviction, guilty of an offence and is liable: (a) on a first conviction, to a fine of not more than \$10,000; and, (b) on any subsequent conviction, to a fine of not more than \$25,000. Despite the above, where the person convicted is a corporation, the maximum fine on first conviction is \$50,000 and the maximum fine in any subsequent conviction is \$100,000."	Every person who is found guilty in contravening any provision of this By-law is liable: (a) on a first conviction, to a fine of not more than \$10,000; and, (b) on any subsequent conviction, to a fine of not more than \$25,000. Despite the above, where the person convicted is a corporation, the maximum fine on first conviction is \$50,000 and the maximum fine in any subsequent conviction is \$100,000.	First Offence: Max. \$25,000 Subsequent Offence: Max. \$50,000

BY-LAW NUMBER 2022-XXX

OF

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

*Being A By-law to Regulate
Vacant Buildings within the
Township of Southgate*

WHEREAS sections 8, 9 and 10 of the *Municipal Act, 2001*, S.O. 2001. c. 25 as amended (the "*Municipal Act, 2001*") provides municipalities with broader power, including the ability to pass by-laws that the municipality deems necessary or desirable for municipal purposes, and, in particular, paragraphs 5, 6, 8, and 10 of subsection 10(2) of the *Municipal Act, 2001*, authorize municipalities to pass by-laws respecting the economic, social, and environmental well-being of the municipality, the health; safety, and wellbeing of persons, the protection of persons and property; and structures.

AND WHEREAS section 128 of the *Municipal Act, 2001* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 425 of the *Municipal Act, 2001* authorizes municipalities to pass by-laws providing that a person who contravenes a by-law passed by the municipality under the *Municipal Act, 2001* is guilty of an offence;

AND WHEREAS the *Municipal Act, 2001* further permits municipalities to establish a system of fines for offences under a by-law of the municipality passed under that Act;

AND WHEREAS the Council of The Corporation of the Township of Southgate is of the opinion that vacant buildings that are not secured against unauthorized entry constitute public nuisances by attracting vandals and creating various fire and safety hazards;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE ENACTS AS FOLLOWS:

PART I - SHORT TITLE

1.1 This By-law may be referred to as the Vacant Buildings Registry By-law.

PART 2 -INTERPRETATION

For the purposes of this By-law:

- 2.1 Definitions in the *Building Code Act, 1992*, S. O. 1992, c. 23, as amended and the Building Code shall be used with respect to matters pertaining to buildings unless otherwise defined in this By-law.
- 2.2 Definitions in the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, and the Fire Code shall be used with respect to matters pertaining to fire prevention and fire safety unless otherwise defined in this By-law.
- 2.3 "Building Code" shall mean Ontario Regulation 332/12, as amended, and any successor regulation;
- 2.4 "*Building Code Act, 1992*" shall mean *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;
- 2.5 "Building Damaged By Fire" shall include a building partially or completely damaged by fire to the extent that it requires repairs to permit use or occupancy, or requires demolition because it is unsafe.
- 2.6 "Building" means all or part of:
 - (i) a structure occupying an area greater than ten (10) square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto; or
 - (ii) a structure occupying an area of ten (10) square meters or less that contains plumbing, including the plumbing appurtenant thereto;
- 2.7 "Building Department" means the Building Department of the Township;
- 2.8 "Council" shall mean the Council for The Corporation of the Township of Southgate;
- 2.9 "Officer" means a Municipal Law Enforcement Officer/Property Standards Officer of the Township;
- 2.10 "Owner" includes, but is not limited to:
 - (i) the registered owner of the Property on which the Building is situated;
 - (ii) the owner of a Building;

- (iii) the Person managing or receiving the rent for a Building, or the Property on which a Building is situated, or who would receive the rent if the Property or Building were let, whether on the Person's own account or as agent or trustee or receiver of any other Person;
 - (iv) a vendor of a Building under an agreement for sale who has paid any municipal taxes on the building after the effective date of the agreement;
 - (v) the Person receiving instalments of the purchase price if a Building were sold under an agreement for sale;
 - (vi) a lessee or occupant of the Property on which a Building is situated who, under the terms of a lease, is required to repair and maintain the Building; and
 - (vii) an owner as defined by the *Condominium Act, 1998*;
- 2.11 "Person" includes a corporation and its directors and officers, and the heirs, executors, assignees and administrators;
- 2.12 "Property" means the land on which a Building is situated and includes the Building;
- 2.13 "Registration Fee" shall have the meaning given to it in section 9.1 of this By-law;
- 2.14 "Renewal Fee" shall have the meaning given to it in section 9.2 of this By-law; and
- 2.15 "Township" means The Corporation of the Township of Southgate and, where context allows, shall include its agents and employees;
- 2.16 "Township of Southgate" means the geographic region known as the Township of Southgate, within the Province of Ontario;
- 2.17 "Vacant Building" means any Building that is or appears to be vacant, partially vacant, or unoccupied, or that, by reason of its unfinished or dilapidated condition, is open to the elements and in a state such that there is little to no control over unauthorized entry, but does not include:
- (i) a dwelling unit occupied by the Owner on a seasonal basis but otherwise maintained throughout the year;
 - (ii) a Building, except a dwelling unit, on Property used as a farm; or
 - (iii) a Building that is owned by the Township.

PART 3 - REGISTRATION OF VACANT BUILDING

- 3.1 Every Owner of a Vacant Building that has been vacant for at least sixty (60) consecutive days shall register the Vacant Building in accordance with this By-law.
- 3.2 A registration expires:
- (i) on the one (1) year anniversary date of the date on which it is issued, if the registration is not renewed before its expiry;
 - (ii) when the registration is revoked under this By-law;
 - (iii) when the Vacant Building is sold or otherwise transferred to a new Owner; or
 - (iv) when the Officer is satisfied, as set out in a written notice to the Owner of the Vacant Building, that the Building is no longer vacant.
- 3.3 To register a Vacant Building or to renew a registration, the Owner of a Vacant Building shall:
- (i) complete and submit to the Officer a completed and signed application form, which form shall be developed and maintained by the Township, for each Vacant Building proposed to be registered. The Officer may require additional information where he/she deems necessary; and
 - (ii) submit the Registration Fee or the Renewal Fee, as the case may be.
- 3.4 Every applicant and every Owner, as the case may be, shall ensure the information provided on the application form, or required by the Officer, is complete and accurate. It is the responsibility of the Owner to immediately notify the Officer in writing when any such information changes, or when there is a signed agreement for the sale of the Property or Vacant Building.
- 3.5 The Officer shall refuse an application for registration if, in his or her opinion; the application is incomplete or contains false or misleading information.
- 3.6 Where a Property contains more than one Vacant Building, the Owner shall submit a separate application for each Vacant Building.

PART 4-DUTIES OF OWNER

4.1 Every Owner of a Vacant Building shall:

- (i) ensure that the Vacant Building is registered in accordance with this By-law;
- (ii) ensure that the Property complies with all applicable statutes, regulations and by- laws, including, but not limited to, the *Building Code Act, 1992*, the *Fire Protection and Prevention Act, 1997* and the Property Standards By-law;
- (iii) ensure that the Vacant Building is secured against unauthorized entry;
- (iv) maintain liability insurance on the Vacant Building;
- (v) provide inspection/monitoring of the Vacant Building no less than on a monthly basis by a person or company familiar and qualified with matters pertaining to this By-law;
- (vi) protect the Vacant Building against the risk of fire, accident or other danger;
- (vii) provide to the Township a floor plan of the Vacant Building;
- (viii) provide to the Township an inventory of all combustible materials and flammable liquids stored on site, and;
- (ix) where a Vacant Building or Building is damaged by Fire is boarded or required to be boarded:
 - a. boarding materials shall be installed and maintained in good order;
 - b. boarding materials shall be installed to exclude precipitation and wind from entering the Building, and to secure the Building from unauthorized entry, and shall be installed within the reveal of the opening frame of cladding, where feasible;
 - c. unless inherently resistant to deterioration, boarding materials shall be treated with a protective coating of paint or equivalent weather resistant material; and
 - d. boarding materials shall be selected, coated, coloured, and installed to match surrounding door/window frames and exterior wall finishes.

- 4.2 Where a Vacant Building has been designated or registered under the *Ontario Heritage Act*, R.S.O. 1990, c. 0.18, as amended, it shall be the responsibility of the Owner to notify the Township of said designation or registration and provide the Township with all relevant information pertaining to the designation or registration of the Vacant Building, to ensure compliance with all other laws or by-laws pertaining to the Building.
- 4.3 Where a Vacant Building remains vacant for more than ninety (90) consecutive days, the Owner shall ensure that all utilities servicing the Vacant Building are properly disconnected, shut off, capped, or terminated, as the case may be, unless said utilities are necessary for the safety or security of the Vacant Building or required by law to remain connected.
- 4.4 Every Owner of a Building Damaged by fire shall immediately notify the Chief Fire Official for the Township, or a representative of the Fire Department for the Township, and shall ensure that the Building damaged by Fire is secured against unauthorized entry within twenty-four (24) hours of regaining access to the Property by the authority having jurisdiction over the site.

PART 5 -ADMINISTRATION AND ENFORCEMENT

- 5.1 The Building and/or By-Law Department is authorized to administer and enforce this By-law including, but not limited, to prescribing the format and content of any forms or other documents required pursuant to this By-law.
- 5.2 One or more Officers may enter a Property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- (i) this By-law;
 - (ii) a direction or order made under this By-law;
- 5.3 For the purposes of an inspection under Section 5.2, an Officer may;
- (i) require the production of documents or things relevant to the inspection;
 - (ii) remove documents or things relevant to the inspection for the purpose of making copies or extracts, which shall be returned within forty-eight (48) hours after removal;

Officer, from any Person concerning a matter related to the inspection; or

- (iv) alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

- 5.4 No person shall obstruct the Officer from inspecting the Property or Building or both, or withhold, destroy, conceal or refuse to furnish any information or thing required by the Officer inspecting for the purpose of the inspection.
- 5.5 Any cost incurred by the Township in exercising its authority to inspect pursuant to this By-law, including, but not limited to, the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the Owner of the Building where the inspection takes place.
- 5.6 An Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the *Municipal Act, 2001*, where he or she has been prevented or is likely to be prevented from carrying out an inspection under Sections 5.2 and 5.3 of this By-law.
- 5.7 Where, in the reasonable opinion of the Officer, allowing a Vacant Building to remain unsecured for even a short period of time presents an unacceptable safety risk, the Township may cause said Vacant Building to be secured against unauthorized entry and no prior notice or order to the Owner shall be required. Notice of the action taken in these circumstances shall be posted at the Property or sent by regular mail to the Owner of the Property or Building or both, as the case may be, in a reasonable time thereafter.

PART 6 - ORDER

- 6.1 If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the By-law, or who caused or permitted the contravention, or the Owner of the Property on which the contravention occurred, to discontinue the contravening activity.
- 6.2 An order under Section 6.1 shall set out:
 - (a) reasonable particulars of the contravention sufficient to identify the contravention and the location of the Property on which the contravention occurred; and.
 - (b) the date or dates by which there must be compliance with the order.

- 6.3 If an Officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the Person who contravened the By-law, or who caused or permitted the contravention, or the Owner of the Property on which the contravention occurred, to do work to correct the contravention.
- 6.4 An order under Section 6.3 shall set out:
- (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the Property on which the contravention occurred;
 - (b) the work to be completed; and,
 - (c) the date or dates by which the work must be completed.
- 6.5 Where a Person does not comply with a direction, an order, or a requirement under this By-law to do a matter or thing, the Officer, with such assistance by others as may be required, may carry out such direction, order, or requirement at the Person's expense,
- 6.6 The Township may recover the costs of doing a matter or thing under Section 6.5 by action and collecting them in like manner as property taxes and such costs shall include an interest rate of 15 percent (15%) per year commencing on the day the Township incurs the costs and ending on the day the costs, including all applicable interest, are paid in full.

PART 7 - SERVICE

- 7.1 An order to discontinue contravening activity made under Section 6.1, or an order to do work made under Section 6.3, may be served personally or by registered mail to the last known address of:
- (a) the Owner of the Property where the contravention occurred; and,
 - (b) such other Persons affected by it as the Officer making the order determines.

Service by registered mail shall be deemed to have taken place five (5) business days after the date of mailing.

- 7.2 In addition to service given in accordance with Section 7.1, an order to discontinue contravening activity made under Section 6.1, or an order to do work made under Section 6.3, may be served by an Officer placing a placard containing the order in a conspicuous place on the Property where the contravention occurred.
- 7.3 Where service cannot be given in accordance with Section 7.1, sufficient service shall be deemed to have taken place when given in accordance with Section 7.2.

PART 8 -PENALTY

- 8.1 Every Person who contravenes any provision of this By-law is, upon conviction, guilty of an offence and is liable:
- (i) on a first conviction, to a fine of not more than ten thousand dollars (\$ 10,000); and,
 - (ii) on any subsequent conviction, to a fine of not more than twenty five thousand dollars (\$25,000).
- 8.2 Despite Section 8.1, where the Person convicted is a corporation:
- (i) the maximum fine in Subsection 8.1(i) shall be fifty thousand dollars (\$50,000); and,
 - (ii) the maximum fine in Subsection 8.1(ii) shall be one hundred thousand dollars (\$100,000).
- 8.3 Where a Person has been convicted of an offence, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

PART 9-FEES

- 9.1 A one-time Registration Fee of two hundred and seventy dollars (\$270) shall be submitted to the Township along with every application for registration of a Vacant Building.
- 9.2 Each year following the year of registration of the Vacant Building, a Renewal Fee of six hundred dollars (\$600) shall be paid to the Township along with every application for renewal.
- 9.3 If there is more than one (1) Vacant Building on the same Property, the Owner shall submit the Registration Fee and Renewal Fee, as the case may be, for each Vacant Building.

PART 10-GENERAL PROVISIONS

- 10.1 Any section of this By-law, or any part thereof, that is found by a court of competent jurisdiction to be invalid shall be severable, and the remainder of the By-law shall continue to be valid.
- 10.2 In this By-law, unless the context otherwise requires, words imparting the singular number shall include the plural, and words imparting the masculine gender shall include the feminine and further, the converse of the foregoing also applies where the context so requires.

PART 11 -ENACTMENT

11.1 This By-law comes into force on the date of its passing.

MAYOR

CLERK

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0

Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CAO2022-082

Title of Report: Southgate 2019-2023 Community Action Plan – 2022
Annual Report and CAP Recommendations for 2023

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO2022-082 as information; and

That Council approve the 2022 Community Action Plan (CAP) Annual Report as a reporting out to the community on the progress made last year and the 2022 CAP recommendations to advance projects and/or achieve plan progress over the next 12 months.

Background:

The Community Action Plan (CAP) is a document created to provide a strategic direction for the municipality through action items to achieve the goals outlined in the CAP report. As a result of Southgate's previous CAP ending in 2018 and the success of our past years achievements it was important to embark on another 5 year strategic planning consultation and community engagement process.

The 2019-2023 Southgate CAP provided the Township with information received from community consultation on municipal issues and desired projects to help direct how municipal tax dollars should be used to advance Township issues identified by the community and the decisions that need to be made to deliver our municipal services. The 2019-2023 CAP document reports the Township's focus should be on economic development attraction that support business and agriculture, investing in revitalization of Downtown Dundalk, increasing health services & housing options, investing in hard service infrastructure like our roads & bridges, upgrading our assets and administratively expanding our citizen communications in this changing time and transition to other media methods.

At the February 16, 2022 Council meeting staff presented report CAO2022-005, titled "Southgate Community Action Strategic Plan 2019-2023 Consultant Services Request for Proposals Report" and approved the following motion at that meeting.

Moved By Councillor Sherson; **Seconded By** Councillor Rice;

Be it resolved that Council receive staff report CAO2022-005 as information; and

That Council approve the draft 2021 Community Action Plan (CAP) Annual Report as a reporting out to the community on the progress made last year and the 2022 CAP projects to be advanced and/or achieved in the next 12 months.

Councillor Dobreen moved the following amendment to the main motion.

Moved By Councillor Dobreen; **Seconded By** Councillor Shipston;

Be it resolved that Council amend the motion to state that Council receive Staff Report CAO2022-005 as information; and

That Council provide input to staff on the draft 2021 CAP Annual Report and consider approval at a future Council meeting.

Carried Amendment: No. 2022-085

Moved By Councillor Sherson; **Seconded By** Councillor Rice;

Be it resolved that Council receive staff report CAO2022-005 as information; and

That Council provide input to staff on the draft 2021 CAP Annual Report and consider approval at a future Council meeting.

Carried Amendment Motion No. 2022-086

At the March 2, 2022 Council meeting staff report CAO2022-008 titled Southgate 2019-2023 CAP-2021 Annual Report and 2022 CAP Project Plans was presented and the following resolution was approved by Council with some minor changes from the previous meeting report.

Moved By Councillor Frew; **Seconded By** Deputy Mayor Milne;

Be it resolved that Council receive staff report CAO2022- 008 as information; and

That Council approve the 2021 Community Action Plan (CAP) Annual Report and CAP Project Plans for 2022 as presented to report out to the community on the progress made last year and the 2022 CAP projects to be advanced and/or achieved in the next 12 months.

Motion No. 2022-122 Carried

Staff Comments:

The intent of this report is to provide to Southgate Council and the community the 2019-2023 Southgate CAP document and the progress made in 2022 and recommendations for 2023. The CAP 2022 Annual Report and the CAP Recommendations for 2023 is included in the staff report as Attachment #1. The CAP Annual Report provides the issues and actions that need to be considered and/or undertaken as projects in order to achieve the 2023 results as set out in the 2019-2023 CAP document.

The CAO has also provided a report (Attachment #2) on the 2022 Southgate CAO Progress on workplan goals outside the Community Action Plan as part of this document to report to Council and transition to the new CAO.

Financial Impact or Long-Term Implications

The financial impact has already been included in the 2022 and 2023 budget estimates to support the CAP goals and projects.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

The 6 major goals of the 2019-2023 CAP are:

1. Attracting New and Supporting Existing Businesses and Farms
2. Revitalizing Downtown Dundalk
3. Promoting Health Services and Housing Choices
4. Adequate and Efficient Public Facilities
5. Upgrading our "Hard services"
6. Citizen Engagement

Concluding Comments

1. That Council receive this staff report as information.
2. That Council approve the Southgate 2019-2023 Community Action Plan 2022 Annual Report and the recommended CAP Project Plans for 2023.
3. Staff will post the 2022 CAP Annual Report on Southgate website and Facebook page and advertise the web posting in the local newspapers the next time we have a municipal advertisement for other purposes.

Respectfully Submitted,

CAO approval: Original Signed By
Dave Milliner – CAO
dmilliner@southgate.ca 519-923-2110 x210

- Attachment #1 – Southgate 2019-2023 Community Action Plan – 2022 Annual Report and the recommended CAP Project Plans for 2023
- Attachment #2 – 2022 Southgate CAO Progress Report on Goals outside the Community Action Plan

2019-2023 Southgate Community Action Plan 2022 Annual Report & 2023 Project Plans



The Southgate CAP Mission Statement Pillars are:

***Trusted Government
Economic Prosperity
Environmental Conservation***

**The 2019-2023 Community Action Plan themes for
the next 5 years are:**

- **Business Development;**
- **Health & Housing;**
- **Municipal Services; and**
- **Public Communications.**

2019-2023 Southgate Community Action Plan Goals

Goal 1 - Attracting New and Supporting Existing Businesses and Farms

Action 1:

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

Goal 2 - Revitalizing Downtown Dundalk

Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

Goal 3 - Promoting Health Services and Housing Choices

Action 3:

The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

Goal 4 - Adequate and Efficient Public Facilities

Action 4:

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

Goal 5 - Upgrading our "Hard Services"

Action 5:

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Goal 6 - Citizen Engagement

Action 6:

The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community.

2019-2023 Southgate CAP Annual Report

2021 Goals-Strategic Initiatives Accomplishments

Goal 1 - Attracting New and Supporting Existing Businesses and Farms

Action 1:

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

Strategic Initiatives:

1-A - By 2023, together with existing businesses and other partners, the Township will have identified the types of new business opportunities that are likely to have emerged when Dundalk's 10-15 year growth has taken place and the Dundalk population approaches 4500 people. This business opportunity projection should project the likely demographic make-up of that future population and its likely work, travel, and shopping patterns. It should also identify possible municipal incentives that could facilitate the emergence of these future business opportunities.

Staff Leaders: Economic Development Officer (EDO) & Planner

2022 Progress & Actions:

- The increased residential development in Dundalk has accelerated new business inquiries for commercial and industrial growth in Southgate with pressure of less available lands.
- Greenlid and Blue Mountain Covers were the major development in 2022 with buildings being erected.
- In 2022 a Southgate Chamber of Commerce or Business Owners Association lead by the Township's EDO was explored to support community business planning and events coming out of COVID pandemic.

2023 Project Plan:

- A South Grey Chamber of Commerce in Southgate is proposed for January 2023, to drive and support community business planning and events.
- In 2023 a South Grey Chamber of Commerce MOU and letter of support will be presented to Council for approval.
- New commercial and industrial growth in Southgate will continue with the support of the EDO to advance development project and new inquiries.
- Southgate Renewable LP RNG and the Wilson-Lisanti projects have advanced and will develop into builds in 2023.
- The Victoria Corners Abattoir is in Site Planning for Phase 2. Phase 1 upgrading the present building is complete. Operations are planned to start in 2023.
- This initiative will continue to evolve beyond the CAP 2023 window and will continue to be highly driven by consumer demand and commercial/industrial development interest in Dundalk.

1-B - By 2023, the Township will have completed a bypass road between Hwy 10 and the industrial park.

Staff Leaders: Public Works Manager

2022 Progress & Actions:

- Completed design of bypass road in 2022.

2023 Project Plan:

- A tendering and construction will begin in 2023 and completed in 2023.

1-C - By 2023, the Township will have entered into an appropriate agreement to sell its Hwy 10 frontage for the purposes of commercial development, and development will be underway.

Staff Leaders: Economic Development Officer

2022 Progress & Actions:

- The Township finalize an agreement with Flato Developments to sell 90 acres of the Hwy #10 municipal property lands for Highway Commercial, Industrial and Residential development as well as partner in a 50-50 split in the road construction and servicing construction costs on the property. Southgate is retaining 40 acres or so for industrial land development.

2023 Project Plan:

- The Township will complete the legal survey work in January 2023 and close the land sale with Flato Developments to sell 90 acres of the Hwy #10 municipal property lands for Highway Commercial, Industrial and Residential development closing in February, 2023.

1-D - The Township will continue to encourage, facilitate and publicize business skills training programs in Southgate.

Staff Leaders: Economic Development Officer

2022 Progress & Actions:

- Business training programs are being hosted at the Grey County Business Enterprise Centre in person and remotely.

2023 Project Plan:

- In 2023 the EDO will work with the South Grey Chamber of Commerce to bring in person business skills training geographically closer to Southgate.

1-E - By 2023, the Township will have updated the Official Plan and zoning bylaw to provide flexibility for business, help to reduce processing requirements, and help to provide more opportunity for success.

Staff Leaders: Planner

2022 Progress & Actions:

- The Southgate Official Plan (OP) Review was completed in 2022.

2023 Project Plan:

- A comprehensive review of the Southgate Zoning By-law will be completed in 2023.

1-F - Working with the County, and in coordination with other partners, the Township will place a priority on developing and establishing a permanent transportation service between Southgate and other communities, in order to provide access to employment, as well as to meet other needs.

Staff Leaders: Economic Development Officer & CAO

2022 Progress & Actions:

- The GTR (Grey Transit Route) service continued operations and serving the community with the Dundalk to Orangeville route seeing the highest ridership of all routes.

- The weekend service for the Dundalk to Orangeville route was funded by the Town of Shelburne funding 100% of the cost as their contribution towards their Monday to Friday benefit they have realized from the Grey County and Southgate sponsored pilot project.

2023 Project Plan:

- Staff will continue to monitor and support the GTR operations and Grey County staff in 2023.

Goal 2 - Revitalizing Downtown Dundalk

Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

Strategic Initiatives:

2-A - The County and the Township will have reconstructed Main Street.

Staff Leaders: Public Works Manager

Note:

- The Main Street East project was completed in 2019 with cleanup and paving in 2020.
- The Main Street West roadway and services reconstruction project is scheduled to be completed through partnering with Grey County in 2026.

2-B - The Township will have developed, adopted and implemented Community Improvement Plans for settlement areas, including incentives for downtown redevelopment and re-use.

Staff Leaders: Economic Development Officer & Planner

Note:

- The Southgate Community Improvement Plan (CIP) policy and guidance document was completed and approved by Council in 2020.
- The new CIP is now posted on the Township's website through the following link:

<https://www.southgate.ca/en/economic-development/southgate-community-improvement-plan.aspx>

2023 Project Plan:

- The EDO in 2023 will work with local businesses to promote the Southgate CIP and develop projects to improve building facades and support business expansion with the funding available in the CIP reserve fund.
- The EDO will complete the CIP Annual Evaluation Report Card for the County of Grey Economic Development Department.
- All CIP funds will be awarded by the end of 2023.

2-C - The Township will have modified the vacant commercial premises tax rebate program, in order to remove disincentives to restoration and re-use.

Staff Leaders: Treasurer & CAO

2-C Progress & Actions:

- Southgate Council approved the cancellation of the Township's Vacancy Tax Rebate program at the April 21st, 2021 Council meeting.
- The approval of By-law 2021-154 to cancel the Vacancy Tax Rebate program in Southgate came into effect on July 1st, 2021.

Note:

- No further action is required on **Strategic Initiative 2-C**

2-D The Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code regulations.

Staff Leaders: Fire Chief

2022 Progress & Actions:

- The Fire Prevention Officer (FPO) in 2022 completed property inspections to ensure safety compliance with the specific focus in downtown Dundalk buildings to support of the Fire Chief and the CBO.

2023 Project Plan:

- The FPO will continue in 2023 building inspections to ensure safety compliance focusing on downtown Dundalk working with the Fire Chief and the CBO.
- The Township will consider in 2023 a Vacancy By-law to require a registry process to track building that are totally or partially vacant to ensure the building is safe for the building tenants and neighbour. The goal being to reduce building vacancy in Downtown Dundalk and ensure the look of vacant buildings do not detract businesses and property values in the community and the local area adjacent properties.

2-E - The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

Staff Leaders: Economic Development Officer & CAO

2022 Progress & Actions:

- The EDO continued to work with community groups to plan successful events.

2023 Project Plan:

- In 2023 the EDO will work with the South Grey Chamber of Commerce Events Committee to host in Dundalk and Holstein.

2-F - The Township will appoint and work with a Downtown Revitalization Advisory Committee, involving community organizations, businesses, landlords and tenants, and other stakeholders.

Staff Leaders: Economic Development Officer

2022 Progress & Actions:

- In 2022 the EDO has worked with Downtown Dundalk businesses and Building Owners to invest in their business through the Community Improvement Plan funding to support future projects.

2023 Project Plan:

- The EDO will continue to work with Businesses and Building Owners.

2-G - The Township will have installed prominent signage to direct visitors to downtown attractions and businesses.

Staff Leaders: Economic Development Officer

2022 Progress & Actions:

- Downtown signage is being created at the present time.
- Banners have been created through the Southgate Hamlet project to erected on Downtown lighting poles in Dundalk and Holstein during the spring and summer seasons to increase the attractiveness of and the tourism attraction to those communities.

2023 Project Plan:

- Downtown signage will be installed in the spring of 2023.
- Historic Southgate signage, Discover Southgate Social Media Content, Historic Southgate Website, Tourism Booths, Grey County Ambassador Program and South Grey Chamber Marketing plan will increase tourism traffic in the Southgate community and encourage local shopping.

2-H - The Township will support the renewal of the downtown murals.

Staff Leaders: Economic Development Officer

2022 Progress & Actions:

- No progress has been made on this issue.

2023 Project Plan:

- The Township has investors that would purchase the Proton Street building, but the property owner is not motivated to sell the property or complete required fire and building code upgrades.

Goal 3 - Promoting Health Services and Housing Choices**Action 3:**

The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

Strategic Initiatives:

3-A – By means of appropriate policies, incentives and development partners, the Township will facilitate a significant increase in the supply and variety of both rental and purchase housing/accommodation within Southgate.

Staff Leaders: Economic Development Officer & Planner

2022 Progress & Actions:

- In 2022 Southgate issued 265 building permits year to date November, 2022 for residential unit construction (198 permits as of 2021 year end).
- The Flato 80 unit rental apartment building spaces for senior living was completed and granted occupancy in 2022.
- In 2022 Southgate subdivision agreement for Flato East Phase 7, 8 & 10 project to construct a mixed residential development.

- In 2022 Southgate the Affordable Attainable Housing Committee continued to meet and developed a plan to create a South-Grey Housing Corporation with municipal partners being Grey Highlands, Hanover, Southgate and West Grey.

2023 Project Plan:

- Southgate will continue to promote development of more attainable housing development including townhomes, multi-unit housing and mobile home park developments.

3-B - The Township will have been a significant advocate for and contributor to a new and expanded South East Grey Community Health Centre clinic in Southgate.

Staff Leaders: CAO

2022 Progress & Actions:

- Southgate worked with SEGCHC consultants to complete and approve to project site plan.
- SEGCHC received approval for increased operating budget funding from the LHIN (Local Health Integration Network) to support the increased demand for medical services in the surrounding communities served.
- SEGCHC staff have made significant steps in 2022 with the Ministry of Health Capital Branch approval of the project and reaching final stage of BC-7 Ministry approval with second phase submission of this stages documents.

2023 Project Plan:

- To receive final project approval and allocation of Ministry construction funding for the project in early 2023.
- SEGCHC will complete the project tendering for the construction of the medical clinic in early 2023 and will plan to start building construction in the summer-fall timeframe.

3-C - The Township will have worked with the County, Public Health, Police, and other agencies to develop a profile of the Southgate population in 10-15 years time, and to develop a shared image of the health, housing, and social support services that will be required by that time.

Staff Leaders: CAO & Planner

2022 Progress & Actions:

- The Township continued to participate in the Community Safety and Well Being Plan (CSWBP) discussion but no progress in the CAO's opinion has been made to roll out local CSWBP guidance documents.
- Staff will continued to participate in the Grey Bruce Local ImmigrationPartnership (GBLIP) working group meetings in 2022 through HR staff attending the meetings.
- The Mayor and the CAO met with the new Detachment Commander on December 12, 2022 to discuss Police level of service and possible options for future discussion and the Southgate Police Service Board.

2023 Project Plan:

- The Township will work with the Detachment Commander and the Southgate Police Services Board to consider programs and/or increased levels of policing services in 2023 and likely implementation in 2024.

Goal 4 - Adequate and Efficient Public Facilities

Action 4:

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

Strategic Initiatives:

4-A – The Township will have identified the growth-related impacts on municipal facilities, and will have designed solutions to expand its facilities, or develop new facilities, as required.

Staff Leaders: CAO & Facilities Manager

2022 Progress & Actions:

- Completed new Council Chambers project in Holstein to increase staff capacity in the Hopeville Municipal Office.

2023 Project Plan:

- The plan in 2023 and beyond is to consider community facility options to address increased needs for event facilities. Other options being the Erskine Centre and Olde Town Hall as community facilities that we would rent to the public.
- Municipal accommodation space for administrative operations will continue to be a concern as we grow. Some of those options that have been looked at are growing our reserve funds and seeking new external funding for future projects.
- The Township should consider purchasing Grey Roads Operation facility in Dundalk when it becomes available to retain access to sand storage, increase garage area for increased equipment storage space requirements. This project is a consideration and would provide new future office space in front of the existing garage for our expanding Building services & staff, By-law Enforcement, as well as the Dundalk Public Works as a growing department.

4-B - The Township will have made a decision on the future viability or uses of the Olde Town Hall, and taken action accordingly.

Staff Leaders: CAO & Council

2022 Progress & Actions:

- In 2022 the Township completed a process and negotiations to sell the Olde Town Hall to Wellington Capital Corp.
- Township completed agreements with Team Town Hall and JunCtian Community Initiatives as an interested community organization to achieve a sustainable operating partnership community use of the property. Their responsibility is to raise funding to support capital project, maintenance, operations, organize events and sustainably operate the building allocated for the theatre and cultural uses.

2023 Project Plan:

- In early 2023 the Township will work with Wellington Capital Corp. to finalize the sale of the building, to issue a building permit and seek capital funding, while retaining a lease agreement as a Cultural Use partners.

4-C - The Dundalk arena auditorium will have had an elevator installed and the necessary renovations will have been completed, in order to accommodate the expanded Early-ON program and a wider variety of programming for youth, seniors, and newcomers to the community, and possibly a cafeteria.

Staff Leaders: Facilities Manager & CAO

Progress & Actions:

Note: This project was completed in 2020 and the Early-On program is now operating out of this location. The Auditorium space is also complete and offering a broader range of services, from community events with a kitchen, as well as programs, a drop-in center and recreation location for youth, seniors and community members of any age.

2023 Project Plan:

- The Recreation department continues to increase Rec Programs and use of the new auditorium space.

4-D - The Township will have reviewed all facilities it owns to determine their condition and utilization and to develop a business case for the future use or disposition of each facility.

Staff Leaders: Facilities Manager

2022 Progress & Actions:

- Staff have reviewed and assessed all community facilities and open space lands for condition of the property and/or building and its use. There are definitely locations with extra lands that are underutilized and could for affordable housing project development.

2023 Project Plan:

- This is a Community discussion as to the size of these facilities. This is also a Council decision based on staff recommendations to maintain services and reduce operating costs. Some of facility and land base considerations could be the following:
 - Proton Station park land reduction
 - Dromore Park land reduction
 - Hopeville Community facility space versus Swinton Park Hall

4-E - The Township will have projected the likely demand for/viability of ice sports at the Dundalk arena in 10-15 years time, and will have developed a business case for the future ice sport usage, or for alternative non-ice uses, as appropriate.

Staff Leaders: Recreation

2022 Progress & Actions:

- At this point in time Southgate continues to invest in the Dundalk Arena as a valued recreation community facility. The ice demand usage is seeing some increased use trending with the hockey association use and more so with the local demand for Recreation programs lead by our Southgate Programmer.

2023 Project Plan:

- A regional municipal discussion should take place in 2023 that develops multiple community use and funding partnerships agreement to create a broader population service area for each ice surface in our region.

Goal 5 - Upgrading our "Hard Services"

Action 5:

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Strategic Initiatives:

5-A - While continuing to invest an average of 45% of tax dollars on maintenance/repair/reconstruction of road and bridge infrastructure, Council will consider an additional 1% levy, compounding, dedicated exclusively for upgrading the road and bridge network.

Staff Leaders: Public Works & Council

2022 Progress & Actions:

- In Southgate the projected 2022 expenditure in the Roads department maintenance and capital projects was 51.4% (2021 - 52.1%) of the total Southgate taxation collected.

2023 Project Plan:

- In the 2023 capital roads budget to be approved by Council presently allocates a 31.5% increase over 2022 (2022 vs. 2021 – 22.1%) for road capital investment in projects to narrow the asset funding gap.

5-B - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

Staff Leaders: Treasurer & CAO

2022 Progress & Actions:

- In 2022 the Township applied an Asset Management lens to the Township's budget planning to develop and support long term capital budgeting and asset management plans to support our budgeting decisions.

2023 Project Plan:

- The Asset Management position will continue the annual asset reporting for use in future budget cycles.

5-C - The Township will have increased wastewater treatment capacity in Dundalk to support growth.

Staff Leaders: Public Works - Wastewater

2022 Progress & Actions:

- Southgate's engineers have completed the work on the Dundalk Wastewater expansion short and long term servicing solution requirements.
- Triton has submitted the servicing solution to the Ministry of Environment ECA staff for review and approval.
- Triton continues to work with contractor providing the selected solution and developing contracted pricing for the infrastructure and installation costs.

2023 Project Plan:

- The Township plan is to start project construction in 2023 for their treatment solution to increase servicing capacity in Dundalk.

5-D - The Township will have erected a new water tower in Dundalk.

Staff Leaders: Public Works

2022 Progress & Actions:

- The construction of the new water tower started in 2022 with great progress.

2023 Project Plan:

- The Township will complete the new water tower construction work in 2023 with the anticipated commissioning by August of this year.

5-E - The Township will have produced savings by examining alternatives when bridges or culverts require replacement, including where appropriate installing dual culverts instead of replacing box culverts.

Staff Leaders: Public Works

2022 Progress & Actions:

- In 2022 the Township completed the following bridge and culvert replacements:
 - A few smaller diameter road crossing culverts due to failure
 - Three new culvert crossings were installed on Southgate SDR 75 for the municipal drain on Sideroad 75 works.

2023 Project Plan:

- Public Works will continue to require engineers and our maintenance staff to investigate designs, precast alternatives and construction methods to replace bridges and box culverts in the future with more affordable solution that provide equivalent or better capacity flow.

Goal 6 - Citizen Engagement

Action 6:

The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community.

Strategic Initiatives:

6-A – The Township website southgate.ca will have had a complete facelift.

Note: Project completed in 2019

Staff Leaders: Clerks

Note:

- This project was completed in 2019 to upgrade the Southgate website.

6-B - The Township will work with existing organizations, including the Historical Society, in reviewing its built and natural heritage, and planning for the future of its cultural and recreational assets.

Staff Leaders: CAO, Planner & Recreation

2022 Progress & Actions:

- The New Official Plan Review and public consultation was completed in 2022 with discussions related to maintaining natural heritage in the community.

2023 Project Plan:

- This will should be a future discussion in 2023 during the future Community Action Plan (CAP) public consultation process related to maintaining natural heritage in the community.

6-C - As its population approaches 10,000, the Township will be prepared to create the statutorily required Heritage Committee.

Staff Leaders: CAO & Council

2022 Progress & Actions:

- No action on this initiative in 2022

2023 Project Plan:

- Southgate will not reach a population of 10,000 people before the end of this CAP ending in 2023 and should be in the next CAP 2024-2028 consultation.

6-D - Council will have implemented a variety of practices to provide Council and residents public with opportunities for informal two-way communication with residents, including semi-annual "Coffee with Council" events, participation in Library events, presence at fairs, etc.

Staff Leaders: Clerk & Council

2022 Progress & Actions:

- In 2022 the impacts of the COVID-19 pandemic affect community interaction members.

2023 Project Plan:

- The Township should reengage and hold community discussions through in person events and meetings now that it is safer to do so.

6-E - The Township will have acquired and be utilizing on-line public meeting software.

Staff Leaders: Clerk & Council

Note: The Township is currently utilizing on-line public meeting software as hybrid options and live streaming services for to allow public attendance.

2022 Southgate CAO Goals Outside the Township's Community Action Plan

1. Support the new CAO Recruitment and Transition Plan – **In Progress**
2. Develop an Accommodation plan and resolution through an Environmental Agreement with SON to acquire our Aggregate Resources Act License for our new gravel pit from MNRF. – **Being executed with ARA License issuance in 2023.**
3. Complete the Flato-Southgate Ministry Zoning Order work:
 - Council support resolution
 - Council approval of MZO Development Agreement
 - Registering the MZO Development Agreement on Flato owned lands.
 - **Completed**
4. Olde Town Hall decision on the future use of the property, building ownership, community involvement in fundraising, long term cultural use commitments, municipal capital investment, municipal annual cost contribution and facility management/sustainability.
 - **Sale closing in the next 30-60 days and building permit issuance.**
 - **Considering funding application to support Southgate's capital commitment through Grant Match.**
5. Township Roads Conditions Review COW meeting based on Council budget discussions.
 - **2023 Council Budget discussions to invest in roads infrastructure asset shortfall.**
6. Hwy #10 Bypass Road Project – Complete design of road and servicing, create road development and cost sharing agreement with Flato, develop the construction plan and start project construction in 2022 for completion in 2023.
 - **Road design completed.**
 - **Bypass Road and land survey in process to be completed January, 2023**
 - **Road construction to start in 2023 and to be completed in 2024**
 - **Eco Park Phase II property sale to close in February 2023**
7. Recruitment:
 - i. Part Time Deputy Fire Chief – **Hired**
 - ii. By-law Enforcement Officer - **Hired**

- iii. Public Works Foreman & Fleet Manager – **Hired** (retirement replacement)
 - iv. Operator Labourer – **Hired** (retirement replacement)
 - v. Team Leader Hopeville – **Hired**
 - vi. Assistant Librarian & Digital Services - **Hired**
 - vii. Operator Labourer & Cemetery Caretaker Hopeville – **Hired**
 - viii. Waste Department Team Leader – **Presently on parental leave**
8. New Council Chambers Project - **Completed**
9. Complete a Market Check and job evaluation/title review of jobs and the job descriptions for the following positions:
- (i). Market Check review being completed internally using MCD (Municipal Compensation Data) through OMAA – **Review in process**
 - (ii). Jobs being evaluated:
 - Facilities Manager – **Review in process**
 - Human Resources & Assistant to the CAO – **Review in process**
 - Junior Planner - **Review in process**
 - Recreation Programming Coordinator - **Review in process**
 - Deputy Treasurer & **Asset** Manager - **Review in process**
 - **Building Administrative Support** - **Review in process**
10. BMA Municipal Study Report to Council or COW with Staff Report for discussion – **Staff Report provided to Council in 2022**
11. Commercial and Industrial Development Projects:
- i. Planning and Construction phase on Eco Park property:
 - Casa Terre Modular Building Construction – **Sold and no site plan.**
 - Nicola Rago Furniture – **Sold, no site plan and may have CA challenges**
 - Petawawa Energy Southgate Renewables – **Sold & closed**
 - Greenlid – Ice River Sustainable Solutions Project - **Constructing**
 - Calhoun Superstructures - **Constructing**
 - Gus Litz contractor yard (2 acre lot), Alana Litz self storage (2 acre lot) and MKSN Holdings contractor yard (2 acre lot) – **Have changed ownership**
 - **Lisanti-Wilson Project to construct commercial lease spaces – property closed, site plan phase**
 - ii. Land to finalize/close sale or property:
 - **EDO managing these files.**

12. Affordable-Attainable Housing Planning

- Committee Recommendations – **Implemented**
 - **South-Grey Housing Corporation – Partner Council introduction/exploration of interest meetings and Terms of Reference created to establish Working Group Meetings**
 - **Need to 2 appoint Southgate Council members to the Working Group.**
- Township Goals – Establish Urban & Rural Plans
 - Identify municipally owned land – **Done**
 - Urban - Stalled by Conservation Authority restriction that Bill 23 may allow.
 - Rural – Lands identified and needs leadership and planning approval to repurpose recreation lands into housing projects
- Urban Projects:
 - SEGCHC Build with dedicated floor – 2023 (10 units)
 - Lions Medical Centre Conversion – 2024 (7 units) **SEGSS agreement with Lions Club to be executed**
 - Grey County Housing Rowes Lane Expansion Project – 2024 demo and rebuild (11 presently and adding 24-29 new units) – **Planned project on the books by Grey Cty Housing.**
 - Residential Developer quota projects (Flato & White Rose) – **Bill 23 Challenges**
 - Wilson Project (develop on donated land) – **Bill 23 could help with Glenelg Street lands.**
- Rural Projects:
 - Gates of Amida – **In Planning Phase**
 - Bye Project Proposals
 - i. Employee accommodations – **ARA amendment**
 - ii. Aggregate pit conversion
 - iii. **Lush Property – Presently 1 six acre lot or change could create 6 one acre lots**
 - iv. **Need to challenge the County Planning Department to find a way.**
 - **Checkerboard Lot severance to reduce lot sizes where on open road allowance to create housing development.**

13. Finish Melancthon-Southgate Annexation Agreement for Flato lands

- **Discussions being lead by Flato Developments**
- **Meetings restarted with new Melancthon Council on December 15, 2023.**
- **Target to have an Municipal Annexation or Servicing Agreement by January 1st, 2024.**

14. Water Tower Project Tendering and Funding (Covid inflation pricing)
 - Infrastructure Ontario loan and reserves to fund the project
 - Grant funding explored – None available
 - Project construction completion – August, 2023
15. Wastewater Treatment Capacity Expansion Project:
 - Finish EA & MOE Project Plan Approval
 - Issue Confirmation RFP for Consultant recommended solution in 2022
 - Possible start of project construction of treatment solution(s)
 - Project is progressing with the contractor agreement, project pricing and design approval stage lead by Triton Engineering with the oversight by the Public Works Manager.
16. Support Residential Development Projects progressing to the Subdivision Agreement stage:
 - Flato East Phase 7, 8 & 10 Project -
 - Wilder Lake Residential Project – Awaiting Clearance Letter approval and SDA registration.
17. Support Residential Projects proceeding to Site Alteration and/or Pre-Servicing work stage:
 - White Rose Phase III – Approved for Site Alteration Agreement
 - Flato Glenelg Carriage House Phase II – Site Alteration not requested as projected not at that stage.
18. Development Charge By-law Review:
 - Tender issued January 2022
 - Select service provider to complete the DC Study
 - Parkland By-law
 - Future Project to Support Development that are Growth Costs
 - Define with present day Council what the Multi-Use Community Facility visions presently collecting Development Charges can be or could be when needed.
 - DC Project background work completed and DC By-law approved.
19. Establish Southgate Community Foundation Committee – Committee established with meetings in 2022
20. Continue to support Livestock Harvesting Plant Project(s) in Southgate and create transition planning for the new CAO, the Planner & EDO to support these efforts as these project(s) evolves their plans.
 - Proton Station Hog Harvest Plan Progressing with EDO support.

- Hwy 89 Plant at the present time is closed at the present time – Interest by outside investors to purchase and open the plant. Transition to EDO and new CAO
 - Foreign investment plan in Large Harvest Plant still has interest but very little activity in last 6 months because of the investors financial challenges getting money out of that Country – County EcDev have been involved in the discussions with CAO. Will be transitioning with Canadian representative meeting with Township EDO and new CAO.
21. Post COVID Restart plan for Municipal Operations to ensure a safe employee workplace, with uninterrupted service delivery and secure public business environment Township operations. – Restart completed with Human Resources staff monitor the workplace for winter flu season to ensure a Safe, Secure and Healthy workplace.
22. Downtown Dundalk Parking Short & Long Term Strategy and Plan
- Short Term - Parking lot on the east side behind Proton Street businesses is ready for paving in early 2023.
 - Long Term – Parking lot on the west side behind Proton Street businesses along rail trail is in the planning phase for development once Lions Medical Centre relocates.
23. Short (1-5 year) & Long (6-15 year) Term Parkland Needs based on Residential Growth
- Recreation Department has presented a facilities needs assessment and parkland plan to deal with growth demands in this term of Council.
24. Preparation of Community Action Plan Review and Consultation in 2023
- Annual report for 2022 completed and presented to Council
 - 2023 CAP Recommended Projects Report completed and presented to Council
25. 2022 Southgate Municipal Election - Completed
26. Start 2023 Budget process – Capital & operating budgets presented for for discussions in 2022 and approval in early 2023
27. Completion of 2022 Staff Performance Reviews - Completed

Township of Southgate

Administration Office

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Staff Report CAO2022-083

Title of Report: South Grey Housing Corporation Municipal Working Group
Council Member Appointments

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO2022-083 as information; and

That Council appoint 2 Council members to the South Grey Housing Corporation Working Group to confirm the Terms of Reference document, to establish the framework of the Working Group and the partner strategy to create the South Grey Housing Corporation.

Background:

At the Council meeting held on August 18th, 2022 staff report CAO2022-049 presented Southgate Affordable Attainable Housing Advisory Committee proposal to develop a South Grey Housing Development Corporation and the presentation made to area municipalities. As a result, the following resolution was approved by Council:

Moved By Councillor Frew; **Seconded By** Councillor Dobreen;

Be it resolved that Council receive staff report CAO2022-049 as information; and

That Council approve staff to develop a draft South Grey Housing Corporation Working Group Terms of Reference document and a framework for the 4 municipal partners of Grey Highlands, Hanover, Southgate and West Grey to meet and explore the opportunity to create a Housing Corporation by developing a short-term plan and longer term strategy for the region.

Carried No. 2022-550

At the Council meeting held on September 7th, 2022 staff report CAO2022-058 titled "South Grey Housing Corporation Municipal Working Group Draft Terms of Reference Report" was presented and the following resolution was approved:

Moved By Councillor Shipston; **Seconded By** Councillor Rice;

Be it resolved that Council receive staff report CAO2022-058 as information; and

That Council approve the draft South Grey Housing Corporation Working Group Terms of Reference document and provide feedback to staff.

Carried No. 2022-588

Staff did not receive any feedback for further changes to the South Grey Housing Corporation Municipal Working Group Terms of Reference document, so we proceeded to share it with Grey Highlands, Hanover and West Grey CAOs on September 13th, 2022. The feedback received is that in the new term of Council we would proceed with each appointing 2 members of Council to work with staff to get the working group started with the CAO's support.

At the October 5, 2022 Council meeting staff report CAO2022-071 was presented titled "South Grey Housing Corporation Municipal Working Group Update Report" with the following motion approved:

Moved By Councillor Sherson; **Seconded By** Deputy Mayor Milne;

Be it resolved that Council receive staff report CAO2022- 071 as information; and **That** Council in its new term consider appointment of 2 members to the South Grey Housing Corporation Working Group to discuss the Terms of Reference document and to establish the framework and strategy to create a South Grey Housing Corporation.

Carried No. 2022-668

Staff Comments:

The plan is to have the South Grey Housing Corporation Working Group meet with municipal representatives from each member Council and their CAOs to:

1. Agree to amend and/or adopt the South Grey Housing Corporation Terms of Reference document; and
2. Explore the opportunity and process to create South Grey Housing Corporation; and
3. To create both a short-term plan and longer term strategy for the region in relation to setting up a South Grey Housing Corporation in 2023 that defines the Municipal and Corporation roles and responsibilities.

Staff recommend that Southgate Council appoint 2 members of Council to represent the Township by serving on the South Grey Housing Corporation Working Group.

Financial Impact or Long Term Implications

There is no financial impact as a result of this report in the 2022 budget other than staff time.

Consideration in the 2023 budget cycle discussions will need to consider a \$40,000.00 investment to the South Grey Development Corporation, as well as Council member remuneration, if the partnership advances to formally setting up the corporation as a legal entity. Staff recommend the funding if and when required in 2023 be provided from the Tax Stabilization reserve.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Goal 3 - Promoting Health Services and Housing Choices

Action 3:

The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

Strategic Initiatives 3-A (2019-2023):

By means of appropriate policies, incentives and development partners, the Township will facilitate a significant increase in the supply and variety of both rental and purchase housing/accommodation within Southgate.

Concluding Comments

1. That Council receive this report as information.
2. That Council appoint 2 members of Council to the South Grey Housing Corporation Working Group.
3. Staff have attached the South Grey Housing Corporation Working Group Terms of Reference document for background information as Attachment #1.

Respectfully Submitted,

CAO approval: Original Signed By Dave Milliner – CAO

dmilliner@southgate.ca 519-923-2110 x210

- Attachment #1 – South Grey Housing Corporation Working Group Draft Terms of Reference document

South Grey Housing Corporation Municipal Partner Working Group Terms of Reference

Purpose:

To explore the creation of a South Grey Housing Development Corporation by setting up a Municipal Working Group partnership with representation from the municipalities of Grey Highlands, Hanover, Southgate and West Grey.

Responsibilities:

The responsibilities of the South Grey Housing Development Corporation Municipal Working Group members and the Municipal partners will be to:

1. Agree to a final South Grey Housing Development Corporation Municipal Working Group Terms of Reference document; and
2. Investigate and identify the municipal benefits to create South Grey Housing Corporation in the region; and
3. Create a process to establish a South Grey Housing Corporation for the four municipal partners, if feasible; and
4. Create the short-term plan to identify the roles of the:
 - i. The South Grey Housing Corporation; and
 - ii. The Municipal partners support role to the corporation related to any seed/support funding and their advisory role of the member Councils and/or their local Housing Advisory Committee's work.
5. Create a long-term plan for the South Grey Housing Corporation that defines:
 - i. The Corporation's management and operational structure; and
 - ii. The responsibilities and support role of the Municipal partners.
6. Create a detailed South Grey Housing Corporate strategy and implementation timelines.
7. Identify the South Grey Housing needs and gaps of the region, related to the present challenges. Consideration should be on where this organization should focus on, or create supports or not, so as to not compete with others and to have the greatest impact with its efforts to support the following housing challenges being:
 - i. Affordable Housing;
 - ii. Attainable Housing;
 - iii. Purpose Built Rentals;
 - iv. Secondary Dwelling options;
 - v. Prevention of Homelessness; and
 - vi. Planning Policy Review.
8. Identify any organizations, financial resources, programs and services available to support a Housing Corporation model. Consideration should be given to engage with and advocate to other levels of government for funding sources and legislative changes to support housing growth.

Membership:

The South Grey Housing Development Corporation Municipal Working Group Committee will be comprised of:

Voting members:

- Two (2) municipal council representatives from each municipality, and

Non-voting staff member to support and provide advisory resources:

- Municipal CAOs
- Municipal Planners (as required)
- Grey County Director of Planning or designate (as required)
- Grey County Director of Housing or designate (as required)
- Grey County Social Services or designate (as required)

Chair/Vice-Chair:

The Committee shall, at its first meeting elect one from among Municipal elected members to be Chair, and one member to be Vice-Chair.

Quorum:

A majority of members are required to be present to constitute a quorum.

Reporting:

The South Grey Housing Development Corporation Municipal Working Group shall report to their Municipal Councils through meeting minutes to provide a record of the proceedings. The Working Group may from time to time provide presentation to the member Councils through a written recommendation reports or presentation by the Working's Chair or member designate or the member's municipal CAO attending and providing updates.

Resources:

1. The Township of Southgate Clerk's Department shall prepare the agendas and track action items for the South Grey Housing Development Corporation Municipal Working Group meetings.
2. Each hosting municipality will provide staff to record the minutes for each Working Group meeting.
3. Other municipal support staff such as Planning and Housing resources to support the committee discussions, decisions and recommendations may be called to provide additional support as required.
4. A glossary of terms has been provided as Appendix A for reference purposes.

Meeting Schedule:

The South Grey Housing Development Corporation Municipal Working Group will meet monthly or as determined by the committee, at a date to be determined by the members. Meetings may be held in person with locations to be rotated to each municipality hosting or virtually as decided by the members.

Term of Working Group:

The South Grey Housing Development Corporation Municipal Working Group is appointed by each municipality's Council for the term of December 1st, 2022 to November 30, 2023.

The term may be extended on the recommendation of the Working Group and each member Council's approval by resolution.

Remuneration:

The South Grey Housing Development Corporation Municipal Working Group member remuneration for meetings and travel costs shall be determined and compensated based on each members Council compensation policy.

Appendix A

Glossary of Terms

Accessibility for Ontarians with Disabilities Act, 2005 (AODA): legislations governing accessibility requirements and standards with a progressive timeline of implementation.

Affordable Housing: Housing is deemed to be affordable when a household at or below the median income of its local community can consistently meet all of its basic needs (food, utilities, clothing, transportation, telephone, school supplies) and also cover the cost of accommodation. In most instances, households at or below the median income should not be spending more than one-third of its gross (before tax) monthly income on housing costs - if both housing and basic needs are to be sustainable. For further clarification, affordable housing occurs along a broad continuum that includes, but is not limited to, social housing.

Association of Municipalities of Ontario (AMO): AMO works to make municipal governments stronger and more effective. Through AMO, Ontario's 444 municipalities work together to achieve shared goals and meet common challenges. www.amo.on.ca

At risk of homelessness: Households that have difficulty maintaining appropriate housing that is safe, adequate, affordable and secure. A range of factors can put housing security at risk, including: low income, health issues/illness (including mental health issues), substance use, incarceration or other legal issues, hospitalization, family breakdown, violence, discrimination, inadequate and/or unsafe housing.

Attainable Housing: The industry definition of attainable, for-sale housing is unsubsidized, profitable housing developments that meet the needs of those with incomes between 80% and 120% of the Area Median Income.

Average Market Rent (AMR): Rental rates that are determined by the Canada Mortgage and Housing Corporation which are comparable to the average rent amount for similar units in the same neighbourhood.

Canada Mortgage and Housing Corporation (CMHC): A national housing agency appointed by the federal government of Canada. CMHC is responsible for distributing all federal funding programs for housing, as well as carrying out the current responsibilities of the federal government with regard to affordable housing.

Canadian Housing & Renewal Association (CHRA): An organization that provides advocacy, policy, research, and training on affordable housing issues and homelessness at the national level.

Capital reserves: Housing providers are required to set aside a pre-determined percentage of their revenue/income into a separate capital reserve fund; this money is used for capital repair and replacement costs of their housing property.

Community Homelessness Prevention Initiative (CHPI): combines funding from former separate housing and homelessness programs into a single flexible program. Funding from MMAH can be used by CMSM to address local priorities and better meet the needs of individuals and families who are homeless or at risk of becoming homeless in their local communities. For example, funding that previously had to be used for emergency shelter beds can now be used to provide more long-term housing solutions.

Consolidated Municipal Service Manager/District Social Services

Administration Boards (CMSM/DSSAB): A municipal government responsible for carrying out the funding and administrative responsibilities of the Housing Services Act. CMSM's/DSSAB's are also responsible for administering other social service programs such as Ontario Works and Children's Services. There are 47 CMSM's and DSSAB's in Ontario.

Co-operative Housing (Co-ops): A form of Social Housing. Residents who live in coops are considered "members" of the corporation that owns the building they live in. Members have an obligation to participate in running and maintaining the co-op community. Members elect a board of directors amongst themselves who are responsible for overseeing the management of the co-op. Members must follow the Co-operative Corporations Act, not the Residential Tenancies Act.

Co-operative Housing Federation of Canada (CHF): This organization represents non-profit co-operative housing in the region, and advocates on behalf of its members.

Devolution: Devolution means the handing over of social housing administration and funding, from the Province to the CMSM. The exception is providers transferred to Ministry of Health and Long Term Care or Ministry of Community and Social Services. Devolution also refers to handing over the federal responsibilities for non-profit housing to the Province - the funding responsibility was transferred in 1998, the administration was implemented under the Social Housing Reform Act in 2000.

Emergency Shelter: Short-term accommodation intended for 30 days or less for individuals experiencing homelessness.

End of Operating Agreements/ Mortgages (EOA/M): Refers to both the expiry of federally-signed operating agreements as well as the expiry of mortgages and capital financing obligations in social housing under the Housing Services Act (HSA).
40th Income Percentile: The 40th income percentile is a measure of households whose income falls in the bottom 40% of average incomes in a certain geographic area.

Homelessness Partnership Strategy: Federal strategy to address homelessness. Initiatives include access to multi-year matching funds to designated communities, funding to support single projects in Outreach Communities, including smaller cities, rural and outlying areas, including the North, and partnerships with Aboriginal communities.

Homelessness: The condition of being without long-term stable accommodation.

Homelessness Prevention: Activities that help prevent those who are currently housed from housing loss through services such as utility payments, loan programs, rent banks and landlord/tenant mediation. This also includes helping people move to more appropriate housing when needed.

Housing Allowance: A fixed partial rent payment made to a tenant to support affordability. The rent payment is made directly to the tenant, making rent more affordable for the tenant. This program is available for use with private rentals, and nonprofit and cooperative housing providers; similar to a Rent Supplement.

Housing First: An evidenced-based best practice or program in which homeless individuals are assisted first to meet their housing needs before they are required to meet other treatment expectations or other supports are implemented. 'Housing First' refers to a specific program with unique approaches and resources; whereas 'housing first' is a philosophy based on meeting a person's most basic needs for housing unconditionally that is not tied to one specific program.

Grey County Housing Corporation: properties owned and operated by the County of Grey.

Housing Development Incentive: Funding offered to property developers, non-profits, co-ops and private landlords, to create more affordable rental housing in the community.

Housing Service Act, 2011 (HSA): legislation that outlines the duties and responsibilities for the Consolidated Municipal Service Managers (CMSM) and prescribed non-profit housing providers. Replaced the Social Housing Reform Act, 2000; prescribes mandated services and eligibility requirements in mandated social housing programs and allows some local flexibility.

Housing Services Corporation (HSC): Delivers relevant, cost-effective products and services to its housing sector clients, including CMSMs/DSSABs. With more than 10 years of experience in working with different levels of government, different types of social housing and national and international housing organizations, HSC has access to wide-ranging networks that enable Ontario's housing sector to exchange leading and best practices, to direct province-wide findings and to make coordinated recommendations. HSC also partners with public, private and non-profit organizations beyond the housing sector to develop and deliver integrated, cost-effective programs and services and to attract greater investment and to advance social innovation in affordable housing. www.hscorp.ca

Imminent risk of homelessness: Risk of losing housing within the month.

Investment in Affordable Housing Program (IAH): Under the current Investment in Affordable Housing for Ontario (IAH), formerly Canada/Ontario Affordable Housing Program (AHP), federal and provincial funding will go towards the creation and repair of affordable housing over four years. These funds may be used in five different components: Rent Supplement, Housing Allowance, Homeownership Program, Rental Housing, and Ontario Renovates.

Landlord: An owner of rental housing that must follow the Residential Tenancies Act, 2006 (RTA).

Local Health Integration Networks: Organizations created by the Provincial government to facilitate effective and efficient integration of health care services. LHINs possess significant decision-making power at the community level including the funding of support services to transferred housing providers providing supports to people with mental illness and the frail elderly.

Local Housing Corporation (LHC): With devolution under the Social Housing Reform Act in the 1990s and the transfer of Ontario Housing Corporation's public housing stock to the municipal level in 2001, the public housing asset was transformed into 47 different Local Housing Corporations with varying management structures and operational functions. Some LHCs are a department of the municipal body having jurisdiction, while other LHCs operate at arm's length from the municipality even though the Service Manager (SM) is the sole shareholder of the LHC.

Low Income Cut Off (LICO): A threshold to determine levels of poverty within a given geographic area. Those who fall below the threshold likely spend a larger share of their income on food, shelter, and clothing. This approach estimates the amount of households who spend 20% more of their household income than the

average percentage of income spent by households on food, shelter and clothing. LICO thresholds vary by household size, and community size.

Low Income Measures (LIM): While many low-income measures, including the LICO, are well suited to the analysis of trends in low income, the after-tax Low Income Measure (LIM-AT) is now a more popular measure. LIM measures the number and percent of people living in households with income that is less than 50% of the median adjusted household income. Due in part to the methodological changes from the mandatory long-form census to the voluntary National Household Survey; the LIM has become the more widely used and more appropriate measure of low-income.

Ministry of Children and Youth Services (MCYS): www.children.gov.on.ca

Ministry of Community and Social Services (MCSS): www.mcss.gov.on.ca

Ministry of Health and Long-Term Care (MOH/LTC): www.health.gov.on.ca

Ministry of Municipal Affairs and Housing (MMAH): www.mah.gov.on.ca

Non-Profit Housing: Community-based affordable rental housing provided by nonprofit corporations, overseen by volunteer boards of directors. A percentage of nonprofit housing tenants pay rents geared to their incomes (known as RGI housing), and the remaining pay market rents. The percentage of tenants paying RGI ranges from 25% to 100% of tenants in the project; generally the ratio is around 60% RGI: 40% market.

Ontario Municipal Social Services Association (OMSSA): Established in 1950, the Ontario Municipal Social Services Association (OMSSA) is a non-profit organization whose members are the Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) across Ontario. OMSSA works to support leadership in integrated human services through strong local service system management in all municipalities. www.omssa.com

Ontario Non-Profit Housing Association (ONPHA): A non-profit sector organization that represents non-profit housing providers in Ontario, and offers education and resource materials to non-profit housing providers.

Operating Subsidy: Government subsidy under the Housing Services Act (HSA), which the CMSM provides to mandated social housing providers; guaranteed for the life of the mortgage (usually 25 years) to bridge the gap between revenue from market rents and the total cost of mortgage and operations. Public Housing: Housing developed predominantly by the Ontario Housing Corporation (OHC) in the 1960s after CMHC's mandate broadened to housing for low income families. Managed by Local Housing Authorities with local boards; OHC set policy and provided services (such as legal and technical support). The projects were 100% RGI housing. Ownership was downloaded from the Province to the Municipal Service

Managers in 2001. The Social Housing Reform Act renamed public housing "Local Housing Corporations" (see Local Housing Corporations--LHCs).

Rapid Re-Housing: Is a provision of housing relocation and stabilization services, and short- and/or medium-term rental assistance, as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. (National Alliance to End Homelessness, 2014)

Rent Supplements: Programs that provide a rent "top-up" to make renting in full market rate units more affordable. A rent supplement is an amount of money that is given to a landlord to make up the difference between a tenant's payment, and what the actual cost of monthly rent is for that unit; similar to a Housing Allowance.

Rent-Geared-to-Income (RGI) Subsidy: The subsidy paid from the CMSM to a social housing provider named under the Housing Services Act, 2011 to allow a defined number of units to be rented to low-income tenants on a rent-geared-to-income basis. The formula for calculating the RGI Subsidy equals the difference between the actual rent paid by the qualifying tenant (paying approximately 30% of their income), and the government-approved market rent of a unit.

Residential Tenancies Act (RTA): The provincial legislation that governs the relationship between tenants and landlords in Ontario. The RTA outlines the roles and responsibilities of both the tenant and the landlord.

Social Housing: One part of the affordable housing continuum, social housing refers to the range of non-profit, cooperative, and public housing that are funded by regular government operating subsidies; includes Grey County Housing Corporation, nonprofits, and cooperatives under HSA, and federal providers with operating agreements.

Social Housing Agreement (SHA): An agreement between CMHC and the Province of Ontario established in 1999 that transferred the administrative responsibility of most federally-assisted housing to the provincial government. It also allowed the Province of Ontario to transfer the administration to municipal government. Social Housing Reform Act, 2000 (SHRA): This legislation, proclaimed in December 2000, gave the Province of Ontario the power to transfer responsibility for social housing administration to the municipal level. This legislation has been replaced with HSA 2011.

Special Priority: Social Housing applicants who are victims of domestic violence can apply for a special priority status. Applicants and tenants/members with a special priority status are placed higher on the centralized waiting list.

Support Services: Services provided to tenants to enable them to live independently in the community.

Supported Housing: Social Housing units that offer tenants/members support to live independently, e.g. seniors, people with mental health disabilities, addictions or

developmental disabilities. Support staff is not on-site, but will travel to the tenant/member's unit to provide services.

Supportive Housing: Non-profit housing for people who need support to live independently e.g. the frail elderly, people with mental health problems, addictions or developmental disabilities. Administration and funding of supportive housing providers were not downloaded to the CMSM in 2001; rather, the responsibilities were transferred to the provincial ministry that funded the support services, either the Ministry of Health/Long-Term Care or the Ministry of Community and Social Services.

Transitional Housing: Temporary housing which includes the provision of on- or off-site support services to help individuals move towards independence and self-sufficiency.

Planning Terminology:

Demolition Control Areas: Section 33 of the Planning Act permits municipalities to establish demolition control areas by by-law and to require that property owners seeking to demolish a building obtain a permit. Section 99.1 of the Municipal Act (2001) also grants the specific powers to prohibit and regulate the demolition of residential rental properties that contain more than six dwelling units, and to prohibit and regulate the conversion of such residential rental properties to another use.

Development Charges Exemptions: Municipalities may exempt or reduce development charges for specified types of development, such as affordable housing, or in areas where development is to be encouraged.

Development Charges Discounts: Discounting the development charges for housing providers to construct new affordable units is a direct form of financial support; discounting development charges in a specified area, such as an area designated for intensification, can indirectly result in more affordable housing by encouraging more compact and dense residential construction.

Development Charges Revenue: Revenue for affordable housing may also be raised through a dedicated portion of development charges.

Garden Suites: Garden suites are detached units that may be portable or constructed from pre-fabricated materials on-site, and can be removed when they are no longer required.

Height & Density Bonuses: Section 37 of Ontario's Planning Act permits "height and density bonusing" to allow municipalities to authorize increases in the height and/or density of development that would otherwise not be permitted in exchange for the provision of facilities, services, or other matters that are specified by by-law. The inclusion or designation of funding for new affordable housing units is one possible benefit.

Modification of Development Standards: Municipalities can facilitate affordable housing construction by adopting alternate or flexible development standards, provided safety and building quality are not compromised. For example, they may permit dwelling units that are smaller or constructed on smaller lots, or reduce standards such as parking requirements; all of these modifications serve to reduce the cost of development.

Municipal Capital Facilities Agreements: Municipal Capital Facilities Agreements allow municipalities to enter into agreements with other parties, including private sector and not-for-profit organizations, to deliver affordable housing. Municipalities must pass municipal housing facilities by-law, which must include a definition of affordable housing and establish policies regarding eligibility for the housing. Municipalities may agree to provide financing assistance such as directly giving or lending money or property, guaranteeing borrowing by the other party, and providing property tax exemptions or reductions and development charge exemptions.

Ontario Provincial Planning Act: The Planning Act sets out the ground rules for land use planning in Ontario, and describes how land uses may be controlled, and who may control them.

Official Plans: an official plan is a document which sets out the municipality's general planning goals and policies that will guide future land use.

Secondary units (also known as accessory units or second suites): Secondary units are self-contained residential units located in dwellings or accessory structures such as laneway garages, with their own kitchen and bathroom facilities. Basement apartments are a typical example.

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Staff Report CAO2022-084

Title of Report: ROMA Conference Delegation Granted with the Solicitor General on Policing

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO2022-084 as information; and **That** Council provide staff direction on if we should proceed with a Solicitor General delegation to discuss Policing & the Court's lack of Enforcement of Charges with punitive penalties at the ROMA Conference on Monday January 23rd, 2023 @ 10:40 am.

Background:

The ROMA Conference is scheduled to be in Toronto at the Sheraton Centre Hotel from January 22 to 24, 2023. The deadline for submissions is Monday, November 28, 2022.

The Township of Southgate has been invited to delegate with the Ministers Michael Kerzner and Attorney General Doug Downey on Monday January 23rd, 2023 @ 10:40 am or with Ministers Michael Kerzner on Tuesday January 24th, 2023 @ 2:20 pm.

Staff Comments:

Staff submitted a Minister of Solicitor General delegation request for Policing & the Court's lack of Enforcement of Charges with punitive penalties.

The concerns we have raised that we want to discuss with the is the following:

"Our community has seen an increase in crime related to theft, drug trade and park safety. Police response time and lack of patrol on our roads and bike/car/foot patrols in our parks has created concerns for public safety. Members of the community have taken some of these concerns into their own hands and even pursued culprits of crime. The police are also frustrated with the courts putting people back on the street after thief and drug related charges are laid."

Since that time the Mayor and CAO met with the Grey Bruce Detachment Commander Richardson. This was a good meeting and he has proposed some ideas from his past experience that he would work with the Township and the Southgate Police Services Board to address our concerns of response, park safety, monitoring traffic speed and general community patrols.

Financial Impact or Long Term Implications

The financial impact as a result of attending the conference related to expenses would be the event registration will be reflected in the 2023 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments

That Council receive this report as information and advise staff to proceed or not with developing the Solicitor General delegation submission at the 2023 ROMA Conference.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca

519-923-2110 x210



Staff Report CAO2022-085

Title of Report: Job Evaluation Committee Recommendations
Department: Human Resources
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive staff report CAO2022-085 for information; and

That Council approve the transition of the Human Resources (HR) Coordinator & Assistant to CAO position to a Human Resources (HR) Manager & Assistant to CAO position with updated job description effective January 1, 2023; and

That Council approve the Human Resources (HR) Manager & Assistant to CAO position placement into Pay Band 8 of the Southgate Pay Grid system.

Background:

At the December 7, 2022 Council meeting, the following resolution was presented.

Moved By: Councillor Singh Soares **Seconded By:** Councillor Ferguson

Be it resolved that Council receive staff report HR2022-055 for information; and

That Council direct staff to review Job Description updates through the Job Evaluation Committee; and

That Council direct staff to bring back Job Evaluation Committee recommendations to a future Council meeting.

Yay (6): Mayor Milne, Deputy Mayor Dobreen, Councillor Jim Ferguson, Councillor Shipston, Councillor Joan John, and Councillor Monica Singh Soares.

Nay (1): Councillor Jason Rice

Carried (6 to 1)

Policy #16 Pay Administration Policy, section 4: The Job Evaluation Process states:

- ***If a new job is created or the duties of an existing job change substantially:***
 - *Supervisor/employee(s) update job description*
 - *Job Evaluation Committee (JEC) update job evaluation score out of 1,000 with assistance from independent consultant as necessary.*
 - *Place the new or revised position on the appropriate pay band.*

Staff Comments:

The Job Evaluation Committee (JEC) met on December 12th and December 16th to review the Human Resource (HR) Manager & Assistant to CAO position and made some minor updates to the job description (Attachement #1). The Committee recommends transitioning the Human Resource Coordinator & Assistant to the CAO position to a Human Resources (HR) Manager & Assistant to the CAO position and recommends this position be put into Pay Band 8 of the Southgate Pay Grid.

Financial Implications:

The financial impact to the proposed 2023 budget is \$9,025 which is offset by some of the cost savings this positions offers by completing some projects internally instead of through consultants. Some of the examples of HR projects and cost savings we can realise with this internal staff resource is the following to name a few:

- Annual compensation market check reviews for Council and staff compensation saving an average of \$7,00 to \$10,000 annually;
- Pay Equity review annually to ensure our pay grid meets legislated requirements;
- Deliver on Health and Safety programs like WSIB Excellence which will rebate \$6,800 in 2023; and
- Creating internal education programs to save on some external training needs and costs when possible.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. Staff recommend that Council receive staff report CAO2022-085 as information.
2. Staff recommend that Council approve final job description for Human Resources (HR) Manager & Assistant to CAO.
3. Staff recommend that Council approve the placement of the position into pay band 8 of the Southgate Pay Grid.

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1: Human Resources (HR) Manager & Assistant to CAO job description

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 16, 2022	Human Resources (HR) Manager & Assistant to the CAO
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name:
Job Title: HR Manager & Assistant to the CAO	Supervisor's Job Title: CAO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Administration
Employment Status: Full Time Salaried Position	Pay Band: 8

2) Scope of Position (A maximum of three sentences.)

This position is responsible for the strategic development and day to day activities related to HR, with the commitment to assist departments in the recruitment and onboarding of the top available talent, and to provide our staff with necessary training, development, support and the required work experience, as our employees are our greatest asset. The Human Resources Manager is tasked with ensuring that our company culture and workplace welcomes a diverse population and supports each person in achieving career goals within the organization.

This position is also responsible for payroll administration including compensation and benefits, WSIB and disability management. Another responsibility is the coordination and oversight of Health and Safety for the organization.

This position will also work under the direction of the CAO in an administrative support role for non-Council reporting, acting as the initial point of contact for all IT inquiries, coordinating employee communications-distribution, working with Managers in creating and tracking of standard operating procedures and completing special project research work and reporting for the CAO.

Key Responsibilities	Tasks	Percent of Time
Health and Safety	<ul style="list-style-type: none"> - Annual review the Township`s benefits with CAO & Service Provider(s) and employee communications of any program changes. - Completes questionnaires, surveys and reports requested by external contacts such as Stats Canada, other municipalities, etc. - Participate in Grey County HR Group meetings and correspondence. - Responsible for the Health and Safety Budget. - Coordinates and assists employees with disability claims including WSIB reporting, disability leave if applicable, Return to Work/ Accommodation process. - Attends and communicates with County Health and Safety Group. - Work with and support the Employee Health and Safety Committee. - Stay up to date on all regulations and legislation; communicate changes to health and safety committee and staff, update programs/policies as required. - Create and implement new Health and Safety Programs. - Work with WSIB on claims, reporting and WSIB Certificates. - Work with Ministry of Labour on reporting, orders, questions, complaints. 	15%
Assistant to the CAO duties Corporate Management Other	<ul style="list-style-type: none"> - Work with employees to create a culture of engagement, collaboration and teamwork. - Works with the Township CAO in dealings with the media and public communications. - Communicates with contracted professionals providing Human Resources services to the municipality as required while working with CAO and Department Heads. - Assists the CAO to respond to inquiries, questionnaires, surveys and other information requests from federal, provincial and other related agencies and organizations. - Responsible for Council and employee inquiries related IT (cell phones, computer, laptop and tablet) problems. - Works with third party provider on all IT matters including troubleshooting, updates, equipment inventory. - Share responsibility with IT provider on IT security including training staff and ensuring proper processes and policies are in place. Assists the CAO and department heads in grant programs including researching, application processing, reporting and tracking of programs. - Performs other related duties that are assigned by the CAO 	15%

SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input checked="" type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p> <p>Professional recognition:</p> <ul style="list-style-type: none"> • Experience and/or AMCTO training in Employment Law and Human Resources for Municipalities. <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Discuss: As required for position.</p>	<p>Specific Specialty or Degree? (List)</p> <p>- Post secondary education at the college or university level related to Human Resources and Administration an asset.</p> <p>-CHRP Designation (or working towards)</p> <p>- Training in information technology and support would be an asset.</p> <p>-Joint Health and Safety Committee Certification</p>
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2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"> - Human Resources <ul style="list-style-type: none"> • AMCTO training in Employment Law and Human Resources for Municipalities - OMERS administration - Certified Joint Health & Safety Committee Member 	<p>1 year</p> <p>1 year</p> <p>2 years</p>

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> - Municipal administration - Information Technology support - Project management & research - Knowledge of provincial employment legislation (Employment Standards and Human Rights) - Database management & payroll processing - Health and Safety knowledge and experience 	<p>1 year</p> <p>1 year</p> <p>Would be an asset</p> <p>Would be an asset</p> <p>Would be an asset</p> <p>Would be an asset</p>

4) Other Key Skills:

- Good organizational and analytical skills.
- Good communication and interpersonal skills.
- Computer and software application skills.
- Team player.
- Good time management skills.
- Knowledge of Federal and Provincial legislation and regulations related to employment law and labour relations as it would affect a municipality.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO Other: Specify Below	Frequently Frequently Frequently Frequently Frequently Frequently Frequently Occasionally Frequently		
External Contacts			
Ratepayers Children/Students Seniors Supplier General Public (Not residence) Business representatives Consultants HR Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Occasionally Seldom Seldom Occasionally Occasionally Seldom Occasionally Seldom Seldom Seldom Occasionally Occasionally Occasionally Occasionally Seldom Seldom Seldom		
Interpersonal skills: Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, elected officials, community groups, and the general public.			

6) Decision Making

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Problems requiring a decision that follows regulations, policies, and procedures.
Complex personnel problem solving.

8) Equipment & Technology Utilized

Computer and other standard office equipment as well as more technical equipment such as servers, routers, etc.
Advanced Software knowledge (servers, phone system, email system)
Municipal Software – Payroll, accounting, property, taxation, etc.
Online applications for third party administration such as benefits, OMERS.

SECTION C: RESPONSIBILITY

1) Program Delivery

Responsibility for Human Resources recommendations and its program delivery reporting to the CAO.

2) Impact and Accountabilities

Accountable to CAO, Council and employees.
Errors can have an adverse impact on financial resources, morale, departmental and program effectiveness, public relations, and potential for legal problems.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Indirect Subordinates – Job Titles	Number of Staff
Finance Assistant – Payables & Payroll	1
Provides training/instruction to others – Indirect Subordinates -Job Titles	Number of Staff
All staff and Council	70-80

4) Material and Information Resources

Municipal Act
Occupational Health & Safety Act (OHSA)
Southgate Policies and Procedures
Employment Standards Act (ESA)
Confidential and sensitive personnel information.

5) Financial Resources

Responsible for Departmental budget, Health & Safety budget and corporate technology budget

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing			x		
Noise Exposure		x			
Adverse Temperature		x			
Pushing/Pulling		x			
Lifting/Carrying		x			
Dust		x			
Odors		x			
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Sitting for long periods. A lot of typing.

Health and Safety Responsibilities

Responsible for ensuring Southgate Employees work safely by following rules and training as required through supporting and working with the Township's Health & Safety Committee. Maintaining contact with Health & Safety the Ministry of Labour, service providers and training consultants on new changes to the Employment Standards Act.

3) Travel

Attend workshops, training, meetings, as required.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment distractions and interruptions, background noise).
Dealing with employees concerns and issues in a trusted and confidence relationship.
Access to and working with confidential employee file information.
Working hours are regular 8:30 am to 4 pm with some requirements for after hours for interviews, Council meetings and other meetings/events
Shift attention from one task/activity to another.

SECTION E: EFFORT

1) Mental Effort

Multiple tasks and projects with demands for deadlines.
This position requires of mental effort to manage employee concerns, conduct project research, solve problems and deal with people.
Diagnosing IT problems for resolution or the requirement of additional support.

2) Physical Effort

Minimal physical effort.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position:

Signature

Date Completed:

Supervisor:

Signature

Date Completed:

CAO:

Signature

Date Completed:

Township of Southgate

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Staff Report CAO2022-086

Title of Report: Future Housing Development, Planning and Climate Change Report

Department: Administration

Council Date: December 21, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO2022-086 as information.

Background:

Housing

In the past year the Township of Southgate has established a very active and engaged Affordable Attainable Housing Committee that has been reappointed for the new term of Council. The committee members were very engaged and completed a lot of volunteer work outside of the meetings, completing research, they developed a plan of 26 action tasks and focused on 7 priority tasks to advance affordable housing in Southgate. The frustration I could feel from the committee members was their work was paper progress without much quantifiable on the ground results.

The Committee developed and supported with Council approval the initial creation of the South Grey Housing Corporation Working Group partnership.

Planning

At the present time there are efforts through Provincial changes to legislation that the Ontario Government feel will create more housing. It is definitely a debate if Bill 23 and others legislative changes will achieve the results to build 1.5 million new homes in Ontario in the next 10 years. The issue of reducing development charges is loading those lost municipal revenues onto local taxpayers.

When it comes to Conservation Authorities (CA) that is a different story. The province has changed the rules for CA so that they are consistent across the province and less onerous on development. With that said our local Planning in Grey are still using the same rationale that they have followed for years. There needs to be a review of our policies and local political push from upper and lower tier Council to challenge and apply "Common Sense Planning". If we need housing for more people then we need to consider Planning strategies that finds ways to create solutions that supports climate change on smaller lot footprints and that does not waste land.

Climate Change

The Climate Change file has taken a back seat to other priorities when it comes to budget demands. It is very much a part of the staff lens and needs to have more focus and education in the future when discussing asset procurement and building upgrades. Our capital investments and procurement decisions going forward must consider Climate Change impacts and carbon reduction strategies that will create long term efficiencies to reduce operating costs and taxation.

Staff Comments:

Housing

When it comes to housing developments, we need to focus on a wider offering of residential solutions that meet local market demands. The local demand requirement we know is rental spaces and residential ownership properties that are sized in the \$300,000 to \$400,000 price range. Some would say this is not a realistic price point. The problem is these home size options, being less than 1,000 square feet, modular units, trailer park models and tiny homes are not being developed today in our community. The housing units are either being constructed in our community or are available in the region and shipped outside the area to northern communities and the USA. The problem is there are no planned development places to locate these types of homes, unless they have a unique historic zoning to work with. The historic zoning may or may not be good zoning today or an appropriate location, but these locations can proceed. So why not create better locations where it makes good sense when planning rules do not.

We need to challenge our past thinking. We need to be bold, find solutions and lands without future uses and convert these properties to find people and their family a place to live that supports pride of ownership or a place they call home and at the same time allow them to have financial stability.

Planning

So what needs to be done. I received this comment from a non-municipal Planner recently that the Township of Southgate related to our planning attitude is "Positive and Solution Oriented" as a municipality. That is great to hear, but it really feels we stumble a lot trying to create affordable housing.

I think we need to be "Positive and Solution Oriented" when we receive proposals, use more "Common Sense Planning", to find a way. The answer "NO" means maybe there is another way. So let us do what is right, as long as it makes sense and it preserves food production lands and does not further impact agriculture practices. Going forward if we are really interested in creating affordable housing Planners and decision makers need to push back on County Planning rules and the PPS to get the Provincial Planners to help us achieve results. We need to find ways to

create lots for housing from a lot of low hanging opportunities we have in our communities.

Those opportunities are the following:

1. Review checkerboard developments lot sizes where there is municipal road frontage for severance opportunities; and
2. Larger (200 acre) checkerboard lot developments where there are lots without road frontages could be developed by the municipal intervention. Build a municipal road to the Township's standards with the costs being area rated by Municipal By-law onto the property owners to create possibly more developable lots with consents with open road allowance frontage for all the properties like Christie Street was created; and
3. Review lots of record that are over 1 or 2 acres in size and allow severance to not waste land that could be used for single or multiple home builds. At the present time we have 2 proposals with a 6 acre lots presently and few others with 4 acres that could create additional development lots by consents, increase taxation and not impact agriculture MDS calculations. These developments would create housing, increase tax revenue with little more than extra stops for our waste collection as for mobilized services to support the properties; and
4. Municipal park properties and any surplus municipal lands could be converted to residential developments that is not being used to justify our present maintenance levels of service of the property. Cutting grass negatively impacts climate change, so if it is not used and not being developed should we let the grass grow to sequester carbon and support pollinators; and
5. Consider redeveloping end of life gravel pits or rehabbed brownfield lands that could make excellent residential home park developments; and
6. I am sure there are other opportunities we should explore and consider.

Climate Change

The County of Grey has created a "Going in Green" Working and Resourcing Plan for Climate Change that is included in this staff report as Attachment #1. This was created as a County plan that all the municipal CAO's in Grey have requested, because we need this expertise and focused support that we cannot provide or invest in efficiently as lower tier municipalities to gain the staff culture, education and training to support climate change thinking and decision making.

We need to challenge our future procurement decisions with a Climate Change Lens to source solutions that reduces energy consumption, operating costs and the creation of carbon. A recent example is understanding what the difference is between a Hybrid car, know as Mild Hybrids is energy created from the vehicle like braking, a Plug-in or Full Hybrid use fueling batteries with an electric charging system and fulling Electric Vehicle (EV) have no fossil fuel consumption. More detailed information is included in this report as Attachment #2 on Hybrid vehicles and technology. According to a local dealer representative, pickups will soon be available in half ton size models that will use Hybrid technology.

The future will see more technologies in building mechanical systems, public transit vehicles, buses, waste collection trucks and net zero energy for new building construction projects, to name a few. Purchasing decisions will need to consider the life cycle cardon cost of manufacturing, use and disposal of all capital assets.

We need to demonstrate community leadership, test these climate change solutions and make the environment a better place for future generations.

Financial Impact or Long Term Implications

The financial impact as a result of this report is staff efforts already included in general operational budgeting in future years.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Goal 3 - Promoting Health Services and Housing Choices

Action 3: The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

Strategic Initiatives 3-A (2019-2023): By means of appropriate policies, incentives and development partners, the Township will facilitate a significant increase in the supply and comfortable life, even as our population grows and changes.

Concluding Comments

1. That Council receive this report as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca

519-923-2110 x210

Attachments:

- Attachment 1 – Grey County “Going in Green” Working and Resourcing Plan
- Attachment 2 – Hybrid Vehicle Technology Information Report

Work and Resourcing Plan

1. Background

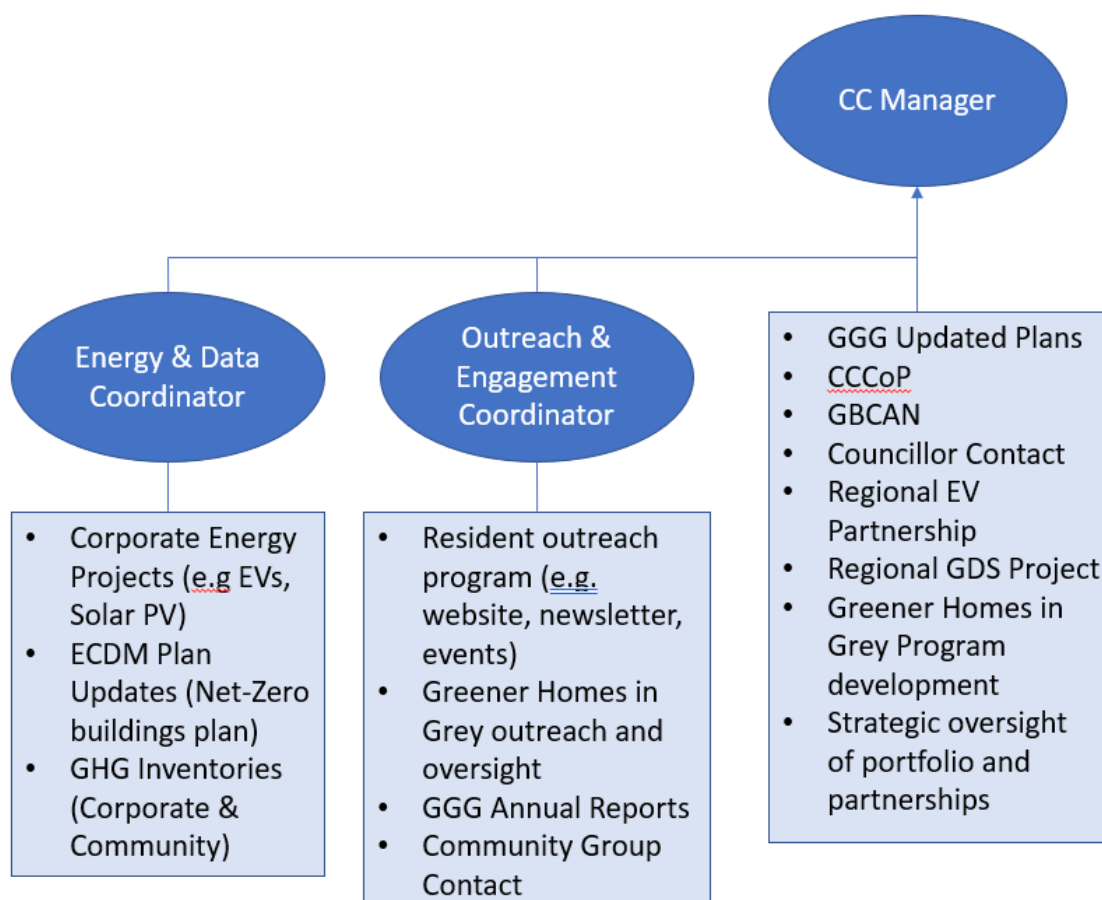
- In April 2022 Grey County launched our first Climate Change Action Plan, *Going Green in Grey* (G3).
- Council directed staff to continue and expand work supporting the actions in the plan and indicated that implementation funds would need to be included in future County budgets as business cases are developed for specific programs.
- G3 identified a series of priority actions:
 - o Four Foundational Pillars to expand and continue
 - Action 1: Afforestation & Habitat/Wetland Protection
 - Action 3: Capacity Building for Sustainable Agriculture
 - Action 5: Expand Waste and Organics Diversion
 - Action 10: Compact mixed-use development
 - o Five Priority Next Steps to initiate and advance
 - Action 7: Accelerate Zero Emissions Vehicles
 - Action 11: Green Standard for New Buildings
 - Action 12: Residential Energy Efficiency Retrofit Program
 - Action 16: Develop a Climate Adaptation Plan
 - Action 19: Establish a Climate Action Engagement Program
- The preliminary 10-year capital plan received by Committee of the Whole on September 8, 2022, included eight (8) climate action implementation projects.
- The projects indicated that their delivery is contingent on additional staffing resources.

2. Discussion

- The 2023 Climate Change Initiatives Operating budget proposes 2 new FTEs to deliver the projects identified in the Capital Budget.
 - o 1 FTE is requested as a permanent Energy & Data Coordinator to focus on Corporate energy management and decarbonization projects.
 - This role will be ongoing as Council has made a commitment to document GHG inventories annually for Corporate operations and every two years for community-wide emissions.

- As much of the role will be focused on corporate decarbonization it is important to build institutional knowledge of our buildings and assets.
 - County Council has set a net-zero by 2045 target for corporate operations, 62% of corporate GHG emissions come from our buildings and over 80% of our building emissions come from housing. Ensuring we have a roadmap to deep retrofits for our buildings is essential to reach our overall climate goals.
- 1 FTE is requested initially as a 2-year contract Outreach & Engagement Coordinator to focus on education and outreach.
 - This role will support the Climate Change Manager in facilitating the Municipal Climate Change Community of Practice.
 - Achieving County of Grey's climate action targets will only be possible by engaging all local residents and businesses, G3 is a community-wide project that will depend on ongoing education, outreach and engagement activities.
 - The FTE will support the Greener Homes in Grey program, a priority as building operations account for 20% of overall local GHG pollution and the majority of buildings that exist today will still exist in 2050, making retrofits essential.

3. Proposed Climate Change Initiatives Section



4. Job Outlines

Energy & Data Coordinator

- Advance actions to meet County Council's Net-Zero by 2045 target for corporate assets as outlined in Going Green in Grey including energy retrofits and renewable energy projects.
 - Update ECDM Plan creating a net-zero buildings pathway for all existing County facilities.
 - Prepare annual progress report to Council on corporate decarbonization projects.
 - Creation of renewable energy plan for County assets.
 - Support Transportation department in transition to zero emissions fleet.

- Analysis of ROI and NPV of various energy efficiency projects to inform future capital budget processes to avoid stranded assets of new fossil fuel investments as carbon tax escalates operating expenses.
- Track corporate spending on energy and fulfil Provincial reporting requirements.
- Track corporate and community GHG emissions following the GPC protocol
 - Prepare annual corporate GHG inventory for inclusion in GGG Annual Report to Council and discussion with SMT
 - Prepare community-wide inventory every two years.

Outreach & Engagement Coordinator

- Advance Council endorsed Going Green in Grey Action 19: Establish a Climate Action Engagement Program to provide residents and business education and awareness about climate action opportunities.
 - Update Climate Action webpage for Going Green in Grey to develop robust information on climate action opportunities; potentially build stand alone climate action website similar to www.visitgrey.ca
 - Attends community events to promote GGG and makes presentations to students, community groups etc.
 - Responds to questions about Going Green in Grey from residents.
 - Work with Local Municipality staff to support their outreach efforts.
- Advance Council directed Going Green in Grey Action 12: Residential Building Energy Efficiency Retrofit Program, by promoting existing Federal and Provincial offerings and developing Grey County focused program.
 - Promotion, outreach and engagement to drive participation in existing residential energy efficiency programs including the Federal NRCAN Greener Homes Program, offering 0% interest loans for home energy retrofits.
 - Analysis of unique market features of County of Grey's housing archetypes and development of complimentary programs to accelerate home energy retrofits.
 - Supports residents who want to undertake home energy retrofits, acts as a 'retrofit concierge'.

Consequences of Not Proceeding

- Based on prioritization, certain projects in the workplan will be delayed resulting in rolling forward of elements of the requested 2023 Climate Action Capital budget.

Hybrid Vehicle Technology Information Report

What you need to know about Hybrids:

Hybrid technology comes in many forms, and not all hybrids are ultra efficient. Our data shows that full-hybrids (those capable of driving on electric power alone for at least short distances) yield the biggest improvements in fuel economy.

All that technology comes at a price, though. Hybrids usually cost more than comparable conventional cars, although the cost difference is often not prohibitive and in many cases the expenditure is offset by energy savings. The cost of a plug-in hybrid is about \$3,000 to \$5,000 more than an average comparable vehicle. A very efficient car and one in high demand on the resale market, you can come out ahead financially over a short ownership period. But some other hybrids come with lots of extra luxury features and sometimes a fancy nameplate that don't contribute to fuel economy, but do add significantly to the price. If you pay more than about \$5,000 above the cost of an equivalent conventional vehicle, it will be hard to save enough fuel to recoup the extra costs, even at high gas prices.

Hybrids' main competition comes from diesel, which gets similar mileage improvements at a similar cost, albeit often with costlier fuel.

Electric Cars:

Electric cars are very efficient, but can travel only short distances before their battery has to be recharged, a process that can take several hours. Electric vehicles (EVs) today cost thousands more than conventional cars, although much of that expense is offset by federal and provincial tax rebates, and automaker incentives.

The selection is limited, and many electric cars are sold only in certain regions of the country, so where you live may well determine what type of electric car you buy. Different regions of the country are also better suited to using electric cars. Some have more services available within electric cars' short range and more favorable electric rates.

Hybrid Technologies:

Hybrids combine the power of a gasoline engine with an electric motor and batteries in a variety of ways, some more efficient than others. The hybrids with the best gas mileage tend to be full hybrids. Newer, plug-in hybrids allow you to burn even less gas by running exclusively as electric cars for some distance. There are several significant variations that we'll explain in detail.

Parallel vs. Series Hybrids:

Most full hybrids use a parallel design in which either the gas engine or the electric motor alone can drive the wheels, or they can work in unison. Hybrids can also have a series configuration, in which primarily the electric motor drives the wheels, although the gas engine may generate electricity for the motor or provide power directly as needed.

Full Hybrids vs. Mild Hybrids:

Full hybrids can run for a limited time on electricity alone, and they use the gas engine to travel longer distances and/or at higher speeds. Mild hybrids are the opposite of series hybrids. Only the gas engine turns the wheels and the electric motor's role is limited to boosting power to take some load off the gas engine and

improve fuel economy. Only full hybrids can be designed to plug in and act as full electric cars.

Plug-in Hybrids:

Plug-in hybrids can (and should) be charged from the wall to work as electric cars some of the time. They normally use their electric range of 15 or 40 miles up front and then switch to normal hybrid operation whether they happen to be a parallel or series hybrid design. Plug-in hybrids allow you to recharge the batteries and maximize electricity use, running solely on electricity until the battery charge runs down. Should your trips, or commute, be within the electric-only range, plug-ins can provide the benefits of a pure electric car, while having the engine available for longer trips without worries about getting stranded.

Full Electric:

Studies show that most drivers travel less than 40 miles a day, making even a short-range electric car capable enough for most urban dwellers or families in need of a second car. Finite battery storage and long recharge times, however, limit their appeal for many. Most EVs have a real-world range of 60 to 100 miles, though the range depends heavily on driving style and speed. Unlike gasoline cars, EVs get better range in stop-and-go traffic than on fast highway runs.

Even long battery charge times are starting to come down, though the quickest-to-charge full electrics still need about 3-1/2 hours to recharge fully using a 240V charger. Some EVs have quick-charging capability that allows a nearly empty battery to be charged to 80 percent or so of its capacity in 30 minutes or less using a special 480-volt charger. However, this sort of charging is rough on the battery and most EV manufacturers only recommend quick charging in a pinch.

Fuel Cells:

A fuel-cell car is an electric car that produces its electricity on board. Fuel cells generate electricity from hydrogen (the most abundant chemical element on Earth) through an electrochemical reaction whose only major byproduct is water. But the cars require pure hydrogen, which does not occur naturally. Hydrogen is almost always bound up in minerals, hydrocarbons, or water and has to be extracted. One option is taking electricity from a nonpolluting source such as solar, wind, or hydropower and using it to split water into its hydrogen and oxygen components. The problem here is that it takes more electricity to make the hydrogen than the hydrogen generates in a fuel cell. Another problem is that hydrogen gas carries very little energy per cubic foot, so it has to be stored in a car at very high pressures up to 10,000 psi.

Several automakers, including Hyundai, Toyota, and Honda, have rolled out fuel-cell cars to the public in California in 2015. These are essentially electric cars with a range of 200 to 300 miles per refill and relatively short refill times of five to 10 minutes. These cars are pleasant to drive, typically with punchy and silent acceleration off the line. But as nice as the cars are, widespread use of fuel cells remains a long way off. Challenges to producing and distributing hydrogen in large quantities are enormous, and no companies have yet committed to developing such a large new infrastructure nationwide.



Staff Report HR2022-059

Title of Report: Job Evaluation Review
Department: Human Resources
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-059 for information; and

That Council approve the transition of the Asset Coordinator & Financial Analyst position to an Asset Manager & Deputy Treasurer position with updated job description effective January 1, 2023; and

That Council approve the Asset Manager & Deputy Treasurer position placement into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Manager position to a Recreation Manager position with the new job description effective January 1, 2023; and

That Council approve the placement of the Recreation Manager into Pay Band 7 of the Southgate Pay Grid system; and

That Council approve the Junior Planner job description; and

That Council approve the placement of the Junior Planner into Pay Band 9 of the Southgate Pay Grid system; and

That Council approve the transition of the Facilities Operator & Programming position to a Recreation Programming Coordinator position with the new job description effective January 1, 2023; and

That Council approve the placement of the Programming Coordinator position into Pay Band 10 of the Southgate Pay Grid system; and

That Council approve the Building Administrative Support job description; and

That Council approve the placement of the Building Administrative Support position into Pay Band 13 of the Southgate Pay Grid

Background:

At the December 7, 2022 Council meeting, the following resolution was presented.

Moved By: Councillor Singh Soares **Seconded By:** Councillor Ferguson

Be it resolved that Council receive staff report HR2022-055 for information; and

That Council direct staff to review Job Description updates through the Job Evaluation Committee; and

That Council direct staff to bring back Job Evaluation Committee recommendations to a future Council meeting.

Yay (6): Mayor Milne, Deputy Mayor Dobreen, Councillor Jim Ferguson, Councillor Shipston, Councillor Joan John, and Councillor Monica Singh Soares.

Nay (1): Councillor Jason Rice

Carried (6 to 1)

Policy #16 Pay Administration Policy, section 4: The Job Evaluation Process states:

- *If a new job is created **or the duties of an existing job change substantially**:*
 - *Supervisor/employee(s) update job description*
 - *Job Evaluation Committee (JEC) update job evaluation score out of 1,000 with assistance from independent consultant as necessary.*
 - *Place the new or revised position on the appropriate pay band.*

Staff Comments:

The Job Evaluation Committee (JEC) met on December 12th and December 16th to review the following job descriptions and recommend the following:

- Asset Manager & Deputy Treasurer
 - Minor updates to the draft job description. Final job description is included as Attachment #1.
 - Placement into Pay Band 9 recommended based on evaluation.
 - This position is a transition from Asset Coordinator & Financial Analyst to a Asset Manager & Deputy Treasurer.
- Recreation Manager
 - Minor updates to the draft job description. Final job description is included as Attachment #2.
 - Placement into Pay Band 7 recommended based on evaluation.
 - This position is a transition from the Facilities Manager to a Recreation Manager.
- Recreation Programming Coordinator
 - Multiple updates to the draft job description. Final job description is included as Attachment #3.
 - Placement into Pay Band 10 recommended based on evaluation.
 - This position is an existing position with increased responsibilities as proposed in the 2023 budget.
- Junior Planner
 - Minor updates to the draft job description. Final job description is included as Attachment #4.
 - Placement into Pay Band 9 recommended based on evaluation.
 - This position is a new position and being proposed in the 2023 budget.
- Building Administrative Support
 - Minor updates to the draft job description. Final job description is included as Attachment #5.

- Place into Pay Band 13 recommended based on evaluation.
- This position is an existing position with modified responsibilities to better meet the needs of the Building Department.

Financial Implications:

The financial impact to the proposed 2023 budget for the Asset Manager & Deputy Treasurer is \$5,860 per year, the Recreation Manager is \$8,570 per year and the Recreation Programming Coordinator is \$13,895 per year. The Building Administrative Support transition will be a minor cost savings.

The financial impact of the Junior Planner will be reflected in the proposed 2023 budget under Planning department's budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. Staff recommend that Council receive staff report HR2022-059 as information.
2. Staff recommend that Council approve final job descriptions.
3. Staff recommend that Council approve the placement into the recommended pay bands.
4. Staff recommend that Council approve the transition of the Asset Coordinator & Financial Analyst to the Asset Manager & Deputy Treasurer.
5. Staff recommend that Council approve the transition of the Facilities Manager to the Recreation Manager.
6. Staff recommend that Council approve the transition of the Facilities Operator /Programmer to the Recreation Programming Coordinator.

Respectfully Submitted,

HR Approval: *Original Signed By*
Kayla Best, HR Coordinator

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

- Attachment #1: Asset Manager & Deputy Treasurer Job Description
- Attachment #2: Recreation Manager Job Description
- Attachment #3: Recreation Programming Coordinator Job Description
- Attachment #4: Junior Planner Job Description
- Attachment #5: Building Administrative Support Job Description

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 16 2022	Asset Manager & Deputy Treasurer
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: William Gott
Job Title: Asset Coordinator & Deputy Treasurer	Supervisor's Job Title: Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Finance
Employment Status: Full Time Salaried Position	Pay Band: 9

2) Scope of Position (A maximum of three sentences.)

The Asset Manager & Deputy Treasurer is responsible for leading development, implementation, maintenance, and improvement of the asset management plan and records of assets in accordance with PSAB 3150. Key responsibilities also include creating and maintaining the associated long-term financial plan as it pertains to multi-year budgeting, investments, development charges reporting, grants, and debt management. This position supports management and department heads with Asset Management data and reports to support operating budget

This position will perform the statutory duties of the Deputy Treasurer as described in the Municipal Act and will act in the absence of the Treasurer and act as a backup for the finance administrative assistants.

Key Responsibilities	Tasks	Percent of Time
Asset Management	<ul style="list-style-type: none"> • Leads development, implementation, maintenance, and improvement of the asset management plan • Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Township's Asset Management processes • Continuously evaluate policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices • Record and analyze the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150 • Analyze capital projects and transfers funding from reserve and reserve funds accordingly • Analyze and reconcile monthly reserves and reserve funds • Prepare capital asset year end working papers, maintain the capital asset register, and record capital asset amortization annually • Create and issue monthly internal capital fund reports and distributes to appropriate staff • Assists in preparation of a quarterly capital report for Council through discussions with the appropriate department head • Prepare and post journal entries as required 	66%
Budget Preparation	<ul style="list-style-type: none"> • Create and maintain annual and multi-year budget and forecast template(s) • Assist the Treasurer with the annual and multi-year budget process, background facts, figures and estimates • Maintain accurate records for multi-year capital budget, reflect changes throughout the budgetary process • Update/set-up of new capital projects in Keystone • Import and maintain annual budget values in Keystone 	14%
Investments, Cash & Debt Management	<ul style="list-style-type: none"> • Calculate investment income on investments held by the Township • Maintain letters of credit, security deposits and developer files • Coordinate with appropriate banks any changes, reductions, cancellation or issuance of letters of credit 	2%

Grant Administration	<ul style="list-style-type: none"> • Prepare grant applications for capital projects • Prepare and submit grant reports/claim requests to appropriate institutions • Ensure that timelines for grant applications and reporting are met • Communicate with appropriate personnel in order to prepare grant documents • Research potential grant opportunities and make recommendations regarding eligibility 	2%
Deputy Treasurer	<ul style="list-style-type: none"> • Manages a department of 3 financial staff that process finance administration, account payable & payroll and accounts receivable & utility invoicing. • Bank/Account reconciliations • Record cleared cheques • Prepare HST filings • Assist with year end processing and audit • Supervise finance assistant positions 	14%
Other	<ul style="list-style-type: none"> • Act as a backup to the Payables function (input of vendor invoices and generation of cheques) • Act as a backup to the Receivables function (miscellaneous invoicing for all departments, bi-monthly water/wastewater billing, preparation of bank deposits) • Assist with general finance responsibilities and administration • All other duties as assigned 	2%

SECTION B: SKILLS

1) Formal Education and External Training

<u>Highest level required</u>	<u>Specific Specialty or Degree? (List)</u>
<input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses	-Must have post-Secondary education at college or university level, or equivalent combination of education and experience in accounting, finance or related field -Certificate in Asset Management preferred
<u>License or Professional Designation</u>	
A recognized professional accounting designation would be an asset (i.e. Chartered Professional Accountant 'CPA')	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Discuss:

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Tangible Capital Asset / Asset Management systems	Ongoing
Municipal accounting software	One Month
Finance (MFOA) Conference	Annually

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> Financial experience, preferably with municipal setting Asset Management Experience including infrastructure lifecycle models, principles and concepts Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities Working knowledge of fund accounting Understanding of PSAB 3150 – Tangible Capital Assets 	Three [3] years of responsible related experience, preferably in a municipal setting or equivalent education

4) Other Key Skills

<ul style="list-style-type: none"> Sound knowledge of risk and asset management practices Good knowledge of related legislation General knowledge of Municipal Government administration and structure Basic technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distribution Demonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisions Computer literacy and proficiency utilizing Microsoft Office software applications and adaptability to program specific software Demonstrated organizational skills to meet strict and time sensitive deadlines

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO	Daily Frequently Daily Occasionally Daily Frequently Occasionally Occasionally	In person, via phone or e-mail
External Contacts	Frequency	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residents) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Seldom N/A N/A Occasionally Seldom Occasionally Occasionally Occasionally Seldom Occasionally Seldom Occasionally Occasionally Seldom Seldom Seldom	In person, via phone or e-mail
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts; advising; persuading; mediating, communicating in difficult or complex situations related to employee performance reviews, department financial information and asset planning.		

6) Decision Making

Works with detailed and complex materials and must exercise judgment in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution with policies and legislation. Complex issues are escalated to the Treasurer.

8) Equipment & Technology Utilized

Operating systems, Municipal Property Taxation software, Accounting Software, Asset Management Software, Microsoft Office suite

SECTION C: RESPONSIBILITY

1) Program Delivery

Must have thorough knowledge of applicable federal and provincial statutes and regulations of financial reporting methods, and legislation related to Asset Management.

2) Impact and Accountabilities

Responsible to the Treasurer.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Finance Assistant – Utilities & General Revenue Finance Assistant – Payables & Payroll Administration, Finance & By-Law Assistant	3
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
Assist other users with financial entries and reporting	

4) Material and Information Resources

Network operating systems, computers and other standard office equipment.
Maintain accurate information, data and records.

5) Financial Resources

This position has access to confidential financial information and is responsible for accurate accounting data entry and reporting.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing		X			

Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

2) Health & Safety Hazards

Minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

Travel to training courses and networking meetings as required

4) Driving

Minimal

5) Mental Environment

Works alone with regular interruptions; busy office environment
Deadlines and financial responsibilities contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and intense visual concentration is required.
Deadlines and task management are major components of work effort.
Meticulous attention to detail and accuracy

2) Physical Effort

Minimal physical effort required.
Good keyboarding skills. There will be some long periods of data-processing required and

occasional long periods of sitting.
Intense visual concentration.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

This employee is presently serving as an OGRA (Ontario Goods Roads Association) Board Member as a municipal staff representative in 2022-2023 for the duration of their present and future term with management approval.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

Township of Southgate

Job Description

Date of Update: December 16, 2022	Recreation Manager
---	---------------------------

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name: Kevin Green	Supervisor's Name:
Job Title: Facilities Manager	Supervisor's Job Title: CAO
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Dundalk Community Centre & Arena Dromore Park Dundalk Arena & Community Centre Holstein Park Hopeville Park Pat Dales Memorial Park Swinton Park Community Centre Memorial Park Proton Station Park Olde Town Hall	Department/Division: Recreation
Employment Status: Full Time Hourly Position	Pay Band: 7

2) Scope of Position (A maximum of three sentences.)

The Recreation & Facilities Manager is responsible for the safe and efficient development and management of recreation, programs, as well as the maintenance of operations of the Municipal Facilities (as defined), community partner buildings and promote the use of the facilities to ensure maximum community access, use and revenues, in accordance with approved policies and procedures established by the Township Council and government standards and regulations.

Key Responsibilities	Tasks	Percent of Time
Operations	<ul style="list-style-type: none"> - Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures. - Ensure Recreation services and program activities and the functioning of facilities are consistent with the community requirement. - Schedule and oversee all required repairs and maintenance works performed by staff and/or contractors. - Develops and maintains accurate record keeping for parks and facilities services provided and areas of legislated compliance including but not limit to mechanical, refrigeration, pool filtration and fire systems. - Develops and manages projects related to major renovations and new recreation facility construction. - Responds to public recreation inquiries and complaints, provides information and resolves issues. 	
Financial	<ul style="list-style-type: none"> - Prepare draft recreation operating/capital budgets and administer annual budget in compliance with approved financial decisions. - Make recommendations on all recreation capital expenditures for new building projects, major repairs, alterations and/or purchases of equipment. - Prepares requests for quotations and tenders for the supply of goods and/or services for the Recreation Department. - Researches and prepares applicable applications for grants and alternate sources of funding. 	
Staffing & Scheduling	<ul style="list-style-type: none"> - Assess staffing needs and participate in recruitment of all recreation staff. - Train new recreation employees and direct operations to arrange and organize working schedules for staff. - Monitor and maintain staff payroll hours reporting and time off requests. - Manage staff performance and complete annual performance appraisal process. 	
Other	<ul style="list-style-type: none"> - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day department duties (i.e. contact with public). 	
Recreation Programming	<ul style="list-style-type: none"> - Responsible for developing Recreation programs as determined by the Recreation Committee and programming staff. 	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input checked="" type="checkbox"/> Community College	- 2 year diploma – Recreation/Facility Management
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
License or Professional Designation	
Valid G Class driver's licence	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
X Yes <input type="checkbox"/> No	
Discuss: Required to attend training related to Facilities Manager position.	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Public Safety/Risk Management	Annually

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">• Previous experience in recreation services, operations, facility maintenance and arena community centres.• Facility scheduling.• Financial management and budgeting. Trades skills in carpentry, electrical, mechanical and ice making. Security courses.	5 years

4) Other Key Skills:

<ul style="list-style-type: none">• Computer skills.• Good organizational skills (scheduling).• Good communication and interpersonal skills. Marketing skills.
--

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrator Ratepayers Children/Students Seniors Supplier	Continuously Occasionally Seldom Seldom Frequently Occasionally Continuously Continuously Continuously Continuously Continuously Continuously		
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Continuously Continuously Occasionally N/A N/A Occasionally Seldom Occasionally Occasionally N/A N/A Seldom		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; resolving conflicts (major or minor); advising; consulting; persuading; mediating; teaching/training; counseling; negotiating and communicating in difficult or complex situations.			

6) Decision Making

- Responsible for decisions concerning daily activities.
- Policies/procedures.
- Research and recommendations for recreation services within the Township.

7) Problem Solving Responsibilities

- Repairs and troubleshooting equipment problems.
- Staffing.
- Providing effective direction for staff/public in operating/maintenance of all facilities.

8) Equipment & Technology Utilized

- Computer.
- Refrigeration.
- Pool operating systems.
- Ice machine.

Section C: Responsibility

1) Program Delivery

- Responsible for planning and delivery of recreational programs for the Township (works with the Recreation Committee).
- Ensure facilities are safe, operational, and usable for all functions.
- Ice making.

2) Impact and Accountabilities

- Accountable to the CAO for fulfillment of responsibilities.
- Ensures public safety at Parks, Community Centres, and recreational events.
- Budget preparation/implementing.

3) Supervision

Direct Subordinates – Job Titles		Number of Staff
Facilities Operator		3
Seasonal Pool Supervisor		1
Booth Staff or liaise with contracted booth personnel		
Indirect Subordinates – Job Titles		Number of Staff
Seasonal Pool Staff		5-7
Total		
Provides training/instruction to others – Job Titles		Number of Staff

4) Material and Information Resources

- Maintain accurate information, data and files.

5) Financial Resources

- Budgeting, billing and collection of fees for use of facilities.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x	x		
Standing				x	
Noise Exposure				x	
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust				x	
Odours			x	x	
Other (Specify) Physical Aspects				x	

2) Health & Safety Hazards

- Chemicals – ammonia gas.
- Violence.

Health and Safety Responsibilities

- Departmental responsibility for ensuring subordinates work safely and follow rules, training, and discipline as required.
- Ensure safe conditions are present to avoid harm to facility users.
- Implement and maintain building security procedures, including Emergency Action Plans and property damage prevention.

3) Travel

Within Township, and outside of Township to attend training.

4) Driving

- Need for travel from facility to facility.
- Ice machine.

5) Mental Environment

- Frequently dealing with general public utilizing the facilities.

Section E: Effort

1) Mental Effort

- Constant awareness of changing environments.

2) Physical Effort

- Physically capable of lifting, climbing, walking on ice.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

Township of Southgate

Job Description

Date of Update: December 16, 2022	Recreation Programming Coordinator
---	---

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Kevin Green
Job Title: Recreation Programming Coordinator	Supervisor's Job Title: Facilities Manager
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Locations of Position: Dromore Park Proton Station Holstein Park Hopeville Park Pat Dales Memorial Park Swinton Park Community Centre Memorial Park Dundalk and District Community Centre Olde Town Hall	Department/Division: Recreation
Employment Status: Full time hourly position	Pay Band: 10

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Recreation Manager, the Recreation Programming Coordinator is responsible for the assessment, development, promotion, implementation, supervision and evaluation of recreation and leisure programs.

Key Responsibilities	Tasks	Percent of Time
Programming	<ul style="list-style-type: none"> - Research and develop programs to better optimize facility usage - Plan, implement and deliver programs and staff if required - Supervise programs to ensure quality and safety - Supervision of Youth Action Committee, Children's programs, youth programs, adult programs and seniors' programs. - Evaluates program quality, by soliciting and analysing feedback from participants, parents, and community residents. 	
Operations	<ul style="list-style-type: none"> - Establishes and fosters community partnerships, develops and implements revenue generation initiatives, and seeks out financial partners for programs, special events and to increase overall participation in municipal recreation and leisure activities. - Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures. Ensure activities and functioning of facilities are consistent. 	
Administration Support	<ul style="list-style-type: none"> - Maintain safe and secure procedures. - Prepare and Maintain facilities for programming. - Maintain Auditorium facility operations and programming - Other duties as assigned by supervisor - May be asked to organize and research recreation issues assigned by Manager. 	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input checked="" type="checkbox"/> Community College	Recreation and Leisure Course an asset
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
License or Professional Designation	-

Value G Class Driver's licence

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

☒ Yes ☐ No

Discuss:

- Required to attend training related to the Programmer's Position.
- Recreation and Programming qualifications recommended

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none">- Program Development/ implementation- Risk Management- Working with venerable sector	1 year 1 year immediately

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">- Recreation Programming- Public Relations- Administrative	2 years 2 years 1 year

4) Other Key Skills:

<ul style="list-style-type: none">- Computer skills.- Good communication and interpersonal skills.	
---	--

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrators	Continuous Occasionally N/A N/A Frequently N/A Occasionally N/A		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards and Committees Council (your own) Council (other municipalities) Media Ratepayers Groups	Continuously Continuously Occasionally N/A Frequently Occasionally N/A N/A N/A N/A N/A Occasionally N/A N/A N/A N/A		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts (major or minor); identifying needs; persuading; mediating.			

6) Decision Making

- Responsible for decisions concerning programming activities.
- Risk management.
- Programmed activities

7) Problem Solving Responsibilities

- Program user disputes.
- Identify problems and report to supervisor.

8) Equipment & Technology Utilized

- Computer
- Programming Registration and Reporting Software

Section C: Responsibility

1) Program Delivery

- Develop and implement delivery of recreational programs.
- Promoting and Marketing Programs

2) Impact and Accountabilities

Work performed contributes to the safety of users and the general public.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
	N/A
Indirect Subordinates – Job Titles	Number of Staff
** In the absences of Facilities Manager** <ul style="list-style-type: none">- Facilities Support Operator- Summer recreation staff- Program volunteers	1 1 2-3
Provides training/instruction to others – Job Titles	Number of Staff
<ul style="list-style-type: none">- Program volunteers	

4) Material and Information Resources

Maintain accurate information, data and files that could be sensitive.

5) Financial Resources

- Handle monies from users.
- Has some input into spending decisions.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x			
Standing			x		
Noise Exposure				x	
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust			x		
Odors			x		
Other (Specify) Physical Aspects Chemicals			x		

2) Health & Safety Hazards

- Conflict could occur.
- Risk of Injury from program activity

Health and Safety Responsibilities

- Ensure safe conditions are present to avoid harm to facility users.
- Implement and maintain program security procedures, including Emergency Action Plans and property damage prevention.
- Personal protective equipment is used and functional.
- Violence and Harassment / Vulnerable Sector

3) Travel

Travels within Township. May travel outside of Township to attend training and Program support.

4) Driving

- Ice machine. (occasional)
- Pickup truck.

5) Mental Environment

- Frequently dealing with general public utilizing the facilities and Programming.

Section E: Effort

1) Mental Effort

- Supervision of Children
- Constant awareness of changing situations.
- Program planning & administration

2) Physical Effort

- Physically capable of lifting, climbing.
- Participating in Program Activities

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

Township of Southgate

Job Description

Date of Update: December 16, 2022	Junior Planner
---	-----------------------

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Clint Stredwick
Job Title: Junior Planner	Supervisor's Job Title: Municipal Planner
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department(s)/Division: Planning
Employment Status: Full Time Salaried Position	Pay Band: 9

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Planner, the Junior Planner is responsible for assisting the Planning department in carrying out the duties, responsibilities, and workplan of the department.

Performs the duties of a Junior Planner for the municipality to review application, provide technical and administrative support as required to the Municipal Planner. Task may include assisting in preparation of applications for circulation and processing, attend meetings, issuing notice, zoning compliance checks, certifying conditions and stamping deeds. Review and prepare reports on a variety of planning applications and policies and make presentations to Committee and Council as required. Provide accurate and professional information to applicants, consultants, developers and the general public for phone inquiries, hold pre-consultation meetings to confirm complete application and to assess fees in advance of the start of the planning approval process. Liase with other municipal staff, provincial ministries, and agencies.

Public	<ul style="list-style-type: none"> • Provides professional planning assistance to members of the community on varied land use projects as assigned. • Ensures notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled. • Act as the municipal contact in Southgate to facilitate & assist developers and/or customers in community growth and development, working with the Economic Development Officer (EDO). • Maintain an inventory or knowledge base of available lands for development that are publicly or privately owned that meets the requirement of the official plan and the proper zoning requirements. 	
Information/ Records Management	<ul style="list-style-type: none"> • Assists with notices of public meetings, scheduling of public meetings, drafting of related by-laws and ensuring that procedural requirements for planning matters are fulfilled and documents retained in planning files. • Responsible for the records management function of the Corporation related to the Planning department including maintaining files and records in accordance with the Municipal Freedom of Information & Protection of Privacy Act and in accordance with legislative requirements and corporate policy. • Responsible for ensuring the Official Plan, Zoning By-Law and required planning documents and necessary notices are posted to the Southgate website and remain current and up to date. 	

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	
X University Degree	Post secondary degree in Urban and Regional Planning or related field.
X Individual Courses	Experience and/or formal training in Municipal Administration.
	Professional designation as a Registered Professional Planner with membership in C.I.P./O.P.P.I. an asset.
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
X Yes	<input type="checkbox"/> No
Discuss:	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none">- Administration and Management- Finance- Legal/Legislative/Procedural- Information Technology	On the job training with experience On the job training with experience. Training, seminars & webinars, On the job training with experience.

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">- Formal training or work experience in planning- Previous Municipal Planning experience- Well-developed knowledge of planning disciplines, such as urban design, affordable housing, economic development or land use.- Knowledge of principles, methodology, practices of research and data collection- Knowledge of effective writing techniques- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS- Fundamental knowledge of GIS	2 years Would be an asset Would be an asset Would be an asset Would be an asset Would be an asset Would be an asset

4) Other Key Skills:

<ul style="list-style-type: none">- Good organizational and analytical skills.- Good communication and interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers- Excellent oral and written communication skills for preparing and presenting planning reports and projects- Computer and software application skills.- Team player with good time management skills.- Ability to work on several projects or issues simultaneously and manage projects effectively and meet firm deadlines- Creative problem solving skills- Knowledge of Federal, Provincial, County and related agency's complex and changing statutes, regulations and by-laws as they relate to the municipality and planning services.
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Subordinates	N/A		
Co-workers (my dept.)	Frequently		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Frequently		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Frequently		

Depart. Head (other dept.) Staff other municipalities CAO	Frequently Occasionally Occasionally		
External Contacts	Frequency	Purpose	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residents) Business representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Frequently Seldom Occasionally Seldom Frequently Frequently Frequently Seldom Occasionally Seldom Occasionally Occasionally Occasionally Seldom Seldom Occasionally		
Interpersonal skills: Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, officials, community groups, and the general public.			

6) **Decision Making**

Works with detailed and complex materials and must exercise considerable judgment, diplomacy, and human relation skills in dealing with complex problems relating to day-to-day operations. Major decisions will be forwarded to the Municipal Planner.

7) **Problem Solving Responsibilities**

Problems frequently require a decision that follows regulations, policies, and procedures. Uses Municipal Act, Planning Act, Provincial Policy Statement, Municipal By-laws and resolutions of Council which are all part of the framework to create solutions and resolve problems. Complex problems will be sent to the Municipal Planner.

8) **Equipment & Technology Utilized**

Computer and other standard office equipment.
Software knowledge of GIS mapping, Word, Excel & Power Point
Municipal Software – Property, taxation, accounting, etc.

Section C: Responsibility

1) Program Delivery

Responsibility for Planning Department as a service and its program deliver.
Oversees work of Administrative & Legislative Assistant to provide assistance to the public and the employee's planning education and development of skills.

2) Impact and Accountabilities

Accountable to the Municipal Planner.
Professional responsibility as Land Use Planner.
Errors can have an adverse impact on financial resources, departmental & program effectiveness, public perception & relations and potential for serious political & legal problems.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Indirect Subordinates or Support Staff – Job Titles	Number of Staff
Administrative & Legislative Assistant Position	1
Provides training/instruction to others – Indirect Subordinates -Job Titles	Number of Staff
N/A	

4) Material and Information Resources

- Municipal Act
- Planning Act
- Provincial Policy Statement
- Environmental Protection Act
- Clean Water Act
- Species at Risk Act
- Source Water Protection Act
- County Official Plan
- Southgate Official Plan and Zoning By-law
- Southgate Policies and Procedures
- Municipal By-Laws
- Conservation Authority Agreements

5) Financial Resources

None.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling	X				
Lifting/Carrying	X				
Dust		X			
Odours		X			

2) Health & Safety Hazards

Sitting for long periods.
Infrequently attends job sites where hard hats and work boots may be required

Health and Safety Responsibilities

Responsible for working safely by following rules, training, and discipline as required.
Responsible for working in a safe manner.

3) Travel

Attend evening council meetings or other evening public meetings as necessary in varying weather conditions.
Attend workshops, training, meetings, as required to keep current.
Use of a personal vehicle for business travel is a requirement of the position and is compensated.

4) Driving

Usually within the Municipality and as required outside the township to meetings, offsite training & seminars, conferences, etc.

5) Mental Environment

Busy office environment (open concept: lack of privacy, distractions and interruptions, background noise).
Working hours mostly 8:30am-4pm but some after hours may be required to attend evening meetings.
Position deals with angry people (customers) on occasion not willing to hear what you have to say.
Shift attention from one task/activity to another based on demands of the position or others.

Section E: Effort

1) Mental Effort

Works with under the stress of continual public and inter-departmental contact and the pressure to meet strict deadlines.

Multiple demands/deadlines.

A Municipal Planner position requires high level of mental effort to make recommendations, ensure compliance, conduct research, solve problems, deal with personal financial issues and deal with people.

2) Physical Effort

Minimal physical effort.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____

Signature

Date Completed: _____

Supervisor: _____

Signature

Date Completed: _____

CAO: _____

Signature

Date Completed: _____

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 16, 2022	Administrative Support – Building Department
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Bev Fisher
Job Title: Administrative Support	Supervisor's Job Title: CBO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Administration
Employment Status: Full Time	Pay Band: 13

2) Scope of Position (A maximum of three sentences.)

The Administrative Support assists with the day-to-day operations of the Building Department and is responsible for providing administrative and clerical support to the department and act as first point of customer service via phone, email and in person. This person will be the main contact for calls into the building department, answering first level inquiries using available resources and redirecting calls that need to be escalated for more detailed discussions.
--

Key Responsibilities	Tasks	% of Time
Reception	<ul style="list-style-type: none"> • Provide telephone reception for incoming calls to the building department, provide information (verbal & email responses), receive messages or redirect calls as required. • Provide office reception duties including greeting customers, accepting payments, providing building permit application, sharing general information, accepting building permit applications. 	30%
Administrative	<ul style="list-style-type: none"> • Process incoming building permit applications. • Provide effective and efficient administrative and clerical support to the building department. • Schedule building inspections for building inspectors and prepare required paperwork for the inspection. • Process approved building permits by invoicing, laminating and calling the customer to let them know it is ready. • Track and coordinate stale dated building permit applications and permits. • Close building permit files once final inspection is completed. • Filing of building department files. 	70%
Other	<ul style="list-style-type: none"> • Other duties that may be assigned by the Department Manager. • Assist with administrative duties the by-law officer may need. 	

SECTION B: SKILLS

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	- Diploma
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	- Business diploma would be an asset.
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
License or Professional Designation: N/A	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
- Keystone Training	Immediately
- WHMIS	Immediately
- Health and Safety	Immediately

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">• Knowledge of general office procedures, including preparing documents and record and information management systems,• Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability, flexibility and adaptability• Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities• Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software• Demonstrated organizational skills to meet strict and time sensitive deadlines	Two [2] years of office related experience, in a municipal setting or equivalent education would be an asset.

4) Other Key Skills

<ul style="list-style-type: none">• Knowledge of Municipal Government administration and structure an asset• Demonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisions.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Occasionally		
Ratepayers	Daily		
Children/Students	N/A		
Seniors	Occasionally		
Supplier	Seldom		

External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Occasionally		
Boards	Occasionally		
Council (your own)	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Other: Specify Below			
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) **Decision Making**

Works with detailed materials and must exercise judgment, diplomacy and human relation skills in dealing with problems relating to day-to-day operations. Makes independent decision on work method and procedures with approval from CBO.

7) **Problem Solving Responsibilities**

Analyze, evaluate and determine a solution for policies in place.

8) **Equipment & Technology Utilized**

Computer, phone system, fax machine, , photocopier.

SECTION C: RESPONSIBILITY

1) **Program Delivery**

Supports the delivery of records management program.

2) **Impact and Accountabilities**

Responsible to the Chief Building Official with some guidance and support from the Building Administrative Assistant.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records. Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.

SECTION D: WORKING CONDITIONS**1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.					
Condition	1	2	3	4	5
Sitting				X	
Standing		X			
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounter irate customers when on the phone or providing front counter backup.
Work environment with minimal hazards in an office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

N/A

5) Mental Environment

Works in an open office environment with regular interruptions.
Dealing with some unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Concentration required in paying attention to detail.
Answering inquiries from public requires thinking on your feet.
Faces some deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.
Some standing for durations when front counter is busy during payment deadlines.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____



Staff Report HR2022-060

Title of Report: Personnel Policy Updates
Department: Human Resources
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-060 for information; and

That Council approve updates to Personnel Policy #1 as presented; and

That Council approve Personnel Policy #1 by Municipal by-law 2022-179.

Background:

At the December 7, 2022 Council Meeting the following report was brought by the Fire Chief.

Moved by: Councillor Ferguson **Seconded by:** Councillor Rice

Be it resolved that Council receive Staff Report FIRE2022-020 for information; and

That Council approve the HR Coordinator to amend Southgate Policy #1 Personnel Policy Section 16 A to separate an employee or council members years of service from their volunteer firefighter years of service.

Carried no. 2022-764

Staff Comments:

The HR Coordinator has updated Personnel Policy #1 section 16 A.

In addition to the changes to Section 16A of the Personnel Policy, staff have also made some other updates that were required:

- Remove "completed probation" from definitions as it does not apply to all sections and the sections it does apply to specifies.
- Section 3, pay date changed to Thursdays.
- Section 11 updated due to OMERS changes.
- Section 14 removed reference to specific hours of work since it can vary.
- Section 20 removed details and reference Policy #17 which has the details.
- Schedule A
 - Added mental health support as an eligible item for Health Care Spending Account.
 - Added 2023 new rates after COLA
 - Added Section 5: Employee and Family Assistance Program

The attached updated Personnel Policy #1 has the recommended updates highlighted in red (Attachment #1).

Financial Implications:

There is no financial impact as a result of these policy updates.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve updated Policy #1 Personnel Policy as presented.
3. That Council consider approving Policy #1 by Municipal By-Law 2022-179.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 1 Personnel Policy Updates



Purpose

The aim of this Policy is to set out the terms and conditions of employment with detailed information for all employees which shall be established by By-laws of the Corporation on Relative Acts in the Ontario Statutes. The terms and conditions of this Policy shall apply to all permanent full-time, seasonal, student and part-time employees accepting employment with the Corporation.

Employee Definitions

Full Time Employees – A full time employee is an employee who ~~has completed his/her probationary period, who~~ works full time in a permanent position and works the regular number of work hours per week, as defined in individual job description.

Permanent Part Time Employees – A permanent part time employee is an employee who ~~has completed his/her probationary period and~~ works on a year round basis. The employee works the regular number of hours per week in the position for which they were hired year round e.g. library, arena, etc.

Note: In order for a permanent part time employee to qualify for extended health benefits, the employee must work a minimum of 25 hours each week year round.

Seasonal Employees – Are non-permanent employee, is an employee who is hired for specific purposes during specific seasons of the year. The employee works the required number of hours as defined in the job description or additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only (Not guaranteed year round employment)

Temporary Contracted Employees – A contract position that is hired at the discretion and justification of the individual Department Head and the CAO for a specific purpose and for a period of time greater than 3 months and up to 18 months in duration, with an identified end date. Staff may source applicants for temporary contract positions from resumes on file or if necessary advertising in the local newspapers and/or on the Township's website. The employee works the required number of hours as defined in the contract and/or job description as well as additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only. (Not guaranteed employment beyond the contract period).

Casual Employees - A temporary position that is hired at the discretion and justification of the individual Department Head and the CAO, to fill a leave of absence, vacation voids, short term projects, specific tasks, etc. The rationale is to complete the same work in a more timely and effective manner while at the same time financially reducing the hourly cost and/or overtime. A casual position term of employment must not exceed 3 months in length. Since a job description will not exist for casual positions, a letter must be provided to the employee and a copy placed on file confirming the type of work, the length of the employment and the rate of pay. The rate of pay will be based on the type of job and at the discretion of the Department Head and CAO in Band 15 and will not exceed Step #3 unless

TOWNSHIP OF SOUTHGATE
Policy #1 Personnel Policy
Council Approval: December 21, 2022



approved by Council.

Student Employees – A non-permanent employee is an employee who is registered in school, hired to work during school vacation periods or after school hours or for cooperative work terms. Student employees work the required number of hours requested by Supervisor for a designated time period only (not guaranteed year round employment). When a student employee is called in to work on a paid holiday that falls on a scheduled day off, the student is paid for hours worked at time and one-half regular rate of pay.

1) Probationary Period

New employees shall be required to serve a probationary period as per Policy #8 Hiring Policy.

2) Rate of Pay

The starting rate of an employee shall be according to the pay band for that position/pay equity job classification and the Pay Administration Policy of the Municipality.

3) Pay Period & Dates

There shall be 26 pay periods (bi-weekly) in each and every year. The regular bi-weekly pay period starts on a Saturday and ends on the 2nd Friday. Time sheets are to be handed in to payroll by 9:00 a.m. on Monday for pay day on **Thursday**. Necessary deductions shall be made from pay cheques to cover employee's share of benefits established by By-law of the Corporation.

4) Reporting Absence

The employee is personally responsible for reporting absence directly to their Department Head each time they are absent from duty. An employee that is planning on being absent from work for any reason must complete an "Employee Absence Form" prior to planned leave and following returning to work for unplanned leave. A copy of the "Employee Absence Form" is included in this policy as Schedule 'C'. An employee that fails to report for duty and does not report the absence, shall be shown on the attendance report as "FAILED TO REPORT" and their supervisor will discuss the situation with the employee and document the incident for the employees personnel file.

Inclement Weather Policy

Employees may use their own judgement when attempting to get to work in inclement weather; however, they will be paid for the day only if the office is closed. The Roads department management is to contact the CAO by 7:00 a.m. to determine if the office is to be closed. All employees will be contacted by their supervisor.

6) Conflict Management

An employee shall feel free to discuss a grievance with his/her supervisor. The employee shall present the concern on an interview basis within ten (10)



working days, or as soon as possible of becoming aware of the problem. If dissatisfaction results, the Supervisor shall refer the matter to the CAO or Department Head who will attempt to resolve the matter within fifteen (15) working days. If a conflict still exists, the CAO and/or Department Head will refer the matter to the General Government/Personnel Committee for a report and decision to Council. It is required that all concerns and respective responses be in writing and if resolved, be signed off as approved by all parties.

7) Leave of Absence

The Corporation may grant leave of absence for legitimate personal reasons. Such employees shall not be paid and shall not accumulate credited service time while on leave. Any absence from work without approval from the Supervisor is considered absence without leave which shall result in forfeiture of pay, Performance Improvement Plan counselling meeting(s) and if further action is required, refer to the steps outlined in the progressive discipline policy.

8) Pregnancy & Parental Leaves

An employee requesting pregnancy leave has the right to take unpaid time off of up to 17 weeks. If an employee requests parental leave they have the right to take leave of up to 35 or 37 weeks of unpaid time off. If takes a pregnancy leave of 17 weeks and as well a parental leave of 35 weeks concurrently for a total of 52 weeks of unpaid leave. The Township of Southgate policy as it relates to pregnancy and parental leave will follow all the requirements of the legislation as detailed in the Province of Ontario's, Ministry of Labour, Employment Standards Act (ESA). It may be necessary, to refer to the ESA information for details on pregnancy and parental leave eligibility issues and detailed criteria as it relates to miscarriages, stillborns, etc.

During any pregnancy and/or parental leave, the employee has the rights to:

- Return to the same job the employee had before the leave began or a comparable position if the employee's old job no longer exists;
- Be free from any penalty if an employee took, plans to take, is eligible for or becomes eligible to take pregnancy or parental leave;
- Earn credit for length of employment and service while on leave;
- Continue to accrue seniority while on leave; and
- Continue to participate in Southgate's benefit plan for:
 - pension plans;
 - life insurance plans;
 - accidental death plans;
 - extended health plans; and
 - dental plans.

Note: Employees must continue to pay their share of premiums for the benefits listed and as well for any other benefits made available to others on leave employees. The municipality will pay its share of the premiums for any of these



plans that were available before the leave unless advised by the employee in writing that he or she does not wish to continue to pay the employees share of the premiums.

9) Compassionate Leave

Permanent full time, seasonal and part-time employees are entitled to paid time off for bereavement as follows:

3 paid days: Immediate family: parents, parents-in-law, spouse, child, brother, sister, grandchild, son in law, daughter in law, grandparents

1 paid day: Brother in law, sister in law, aunt or uncle, **niece or nephew** of the employee only

Paid days do not include statutory holidays or weekends. Additional days will be allowed without pay and only with approval by supervisor. If necessary, additional days will be granted from unused vacation time or from sick days.

Days may not be split, if less than a full day is taken, it will be counted a full day.

10) Paid Medical Time and Leave

A total of ten (10) paid days for illness or emergency leave per calendar year will be allowed for full time employees. Part time and Seasonal employees will be granted five (5) days per calendar year.

Use of Sick Days:

- i. Employees may use these days for personal illness, personal medical appointments during working hours; or
- ii. Emergency Leave, as defined in the provisions of the Employment Standards Act, 2000 (ESA) must be an urgent matter; or
- iii. Time off work with pay will be allowed for employees to obtain a medical certificate and/or renewal of drivers licenses which are required as part of the employees job description.

Emergency Leave is defined as follows

- i. A personal illness, injury or medical emergency
- ii. The death, illness, injury or medical emergency of an individual (see list below)
- iii. An urgent matter that concerns an individual described in ESA Subsection (2) 2000, c.41 s.50 (1). An urgent matter is described as unplanned or out of the employee's control and involve the possibility of serious negative consequences, including emotional harm, if it is not attended to.

Emergency Leave applies with respect to the following individuals:

- i. The employee's spouse or same-sex partner
- ii. A parent, step-parent or foster parent of the employee, the employee's

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- spouse or the employee's same sex partner
- iii. A child, step-child or foster child of the employee, the employee's spouse or the employee's same-sex partner
- iv. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse or same-sex partner
- v. The spouse or same-sex partner of a child of the employee
- vi. The employee's brother or sister
- vii. A relative of the employee who is dependent on the employee for care or assistance. ESA 2000, c.41, s 50 (2)

If an employee is absent from work due to illness or emergency leave, they shall upon their return to work, fill out an Employee Absence Report with a brief explanation, time off recorded and signed by the employee.

If an employee is required to be absent from work due to attending a non-emergency scheduled doctor's appointment (Dentist, Doctor, Out-patient treatment or therapy, etc.), they shall well in advance prior to the appointment fill out an Employee Absence Report with a brief explanation of the type and the town location of the appointment without disclosing personal information, time off duration required and sign the form. Employees should provide at minimum one week of notice or more to prevent conflicts with other leave or vacation requests. These types of requests will be accepted by management whenever possible, however increased notice should be provided to management to prevent workplace scheduling conflicts and/or service delivery interruptions.

Jury Duty Leave

Employees will receive regular pay when summoned for jury duty or if subpoenaed to attend court. Any remuneration provided for jury fees other than mileage reimbursement is to be returned to the employer except if duty is required on a Statutory Holiday or after the regular hours of the employee

Leaves of Absence without Pay

A leave of absence without pay must be requested in writing stating reason and length of time the employee will be off work. Such a leave of absence must be approved by management and council.

Family Caregiver Leave

Family Caregiver Leave is for employees whose relative is dependent on the employee for care and/or assistance and where a qualified medical practitioner has issued a certification stating that the family member has a serious medical condition. This leave entitles employees up to eight weeks of unpaid leave per calendar year to provide care or support to specified family members. Specified family members are those listed in Emergency Leave Section #10 with one addition. "Any individual prescribed as a family member for the purpose of this section." Employees are not required to take these eight weeks in complete weeks and there is no minimum period of service required before employees become entitled to take this leave. Employees



must notify their intent to take the leave and employers are entitled to request copies of medical evidence.

Critically Ill Child Care Leave

This leave is available to employees whose child is critically ill and when a qualified medical practitioner has issued a certification stating that the child is critically ill and requires the care or support of one or more parents. The certification also sets out the period in which the care or support is required. This unpaid leave entitles employees up to 37 weeks of leave to provide care or support to a child. Employees are not required to take these 37 weeks in complete weeks. In order to be eligible, the employee must have been employed by his or her employer for a minimum of six consecutive months. Employees must notify their employer in writing as well as prepare a written plan that sets out the weeks in which the leave will be taken. The employer is entitled to request copies of medical certificate.

Crime-Related Child Death or Disappearance Leave

This unpaid leave is available to employees who experience a disappearance or death of a child as a result of a crime. The employee is entitled to up to 104 weeks of absence in the case of a child's death, commencing the week of the child's death, if it is the probable result of crime. The employee is entitled to up to 52 weeks of absence in the case of a disappearance of the child due to a probable crime, commencing the week the child is missing. Employees are generally required to take the leave in a single period, subject to limited exceptions. Employees must notify their employer in writing as well as prepare a written plan that sets out when they intend to take the leave.

11) Pension

All continuous full-time employees are required to join the Ontario Municipal Pension Plan (OMERS) as a condition of employment; which commences on the first day of employment. The Ontario Municipal Employee's Retirement System is the Pension Plan of the Corporation by agreement whereby the employer matches the amount paid into the plan by the employee. Non-fulltime (NFT) (previously known as Other than continuous full-time employees (OTCFT), ~~permanent part-time and seasonal~~ employees have the option of joining OMERS and will be ~~provided information at the commencement of their employment. notified of their eligibility in November of each year if they meet the requirements for OTCFT Membership, as set out by OMERS.~~

12) Paid Public Holidays

- a) The Township of Southgate recognizes the following *public* holidays. Each employee who qualifies shall be paid at the regular daily rate for each of the following public holidays.

New Year's Day
Canada Day

Good Friday
Civic Holiday

Easter Monday
Labour Day

Victoria Day
Thanksgiving Day

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Remembrance Day Christmas Day Boxing Day

Note: Family Day is not included as a statutory or public holiday with pay in Southgate, because the Township already meets the legislation requirements. The Township provides 11 paid holidays to the employees when only 10 are required in Ontario.

- b) When a holiday mentioned above falls on a Saturday or Sunday, the holiday will be taken on the following workday(s), with the exception of Remembrance Day, which may be used as a floater day, or as deemed by their supervisor. If Works Department staff are required on the following Monday, another day off will be arranged with authorization of the Department Head.

13) Paid Vacation

- Up to and including 1 year of service, 4% of current year's earnings;
 - After 1 full year of service, 2 weeks paid vacation plus 4% vacation; pay on overtime earnings;
 - After 5 full years of service, 3 weeks paid vacation plus 6% vacation pay on overtime earnings;
 - After 10 full years of service, 4 weeks paid vacation plus 6% vacation pay on overtime earnings; or
 - After 15 full years of service, 5 weeks paid vacation plus 6% vacation pay on overtime earnings.
- a) Vacation will be taken in the current year of January 1 to December 31. Although all employees are encouraged to take their vacation in the current year, they will be allowed to carry over 5 days of vacation time at the previous year's hourly rate to the following year in exceptional circumstances. **Any vacation carried forward must be used by June 30 of the following year and will not be paid out if unused. To ensure you don't lose your vacation, work with your manager well in advance (at least 3 months) to schedule your vacation time.**
- b) No more than three weeks of vacation to be taken at one time in each department (administration and works).
- c) Time of vacation to be approved by supervisor.
- d) When a statutory holiday falls on a day of an employee's scheduled vacation, the employee shall be entitled to an additional day of vacation provided that the necessary arrangements have been made with the Supervisor prior to commencement of the vacation period.

Vacation pay will be paid to part time and seasonal employees ONLY on each regular bi-weekly pay or they may choose to accrue their vacation pay to be paid out at a time requested by the employee, or at the end of the calendar year if not requested earlier. Full time employees are not given vacation pay on each cheque but will receive their normal pay when vacation is taken and their vacation pay on overtime earnings as listed above at year end. The



number of weeks paid vacation allowed is based on the service schedule above.

All seasonal employees after 10 calendar years of employment will receive vacation pay at the rate of 6%. Previous service from the former municipalities will be recognized.

Employees who move from permanent part time status to full time status will be eligible to use previously accumulated hours of service to establish their seniority for vacation pay purposes. ~~i.e. 30 years part time service (at 6 months per year) is 15 years of full time equivalency.~~

14) Working Hours & Compensation

a) **CAO:** 40 hours per week as outlined in employment_contract.

b) Administration:

- 35 hours per week
- Banking of time will be calculated at 1½ times regular hourly rate for any hours worked over 35 per week.
- ~~8:30 a.m. to 4:00 p.m. (1/2 hr lunch) or as assigned by CAO or Supervisor~~
- This section applies to all administrative positions such as the Clerk and this position's direct reports, the Treasurer and this position's direct reports and all other office administration staff working in the municipal office. The only exception is where terms are specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

c) Building Department & By-Law Enforcement

- Chief Building Official – 40 hours per week
- Building Inspector & By-Law Enforcement Officer – 40 hours per week
- Banking of time at overtime rate of pay at 1½ times regular hourly rate for any hours worked over 40 per week

d) Planning & Economic Development Department

- Planner – 35 hours per week as outlined in employment contract.
- Economic Development Officer – 35 hours per week or as outlined in employment contract.

e) Transportation & Public Safety and Environmental Services Departments

Full-time Department Management, Lead Hands & Operator Labourers:

- 40 hours per week
- ~~7:00 a.m. to 4:00 p.m. (1 hour lunch), Monday to Friday or as assigned by Management.~~
- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any "worked time" hours over 40 per week on weekdays.



- Hours worked on weekends (Saturday & Sundays) at time and one half rate of pay.
- This section of this policy applies to management positions in these departments, unless where specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

Seasonal Operator Labourers:

- Seasonal employees (winter) ~~work to be paid a minimum of 40 hours per week from~~ November 15 to March 31. They may be called in on a day to day basis prior to or after above dates, based on seasonal needs at the request of the departments management.
- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any hours “worked time” over 40 hours per week (Saturday to Friday work week).

Casual Employees:

- Casual Operator Labourers are on call as needed by the TAPS department without guarantee of any hours on a weekly basis.

f) Recreation Department

- Facilities Manager – 40 hours per week
- Facilities Operator - 40 hours per week
- Facilities Operator Seasonal –hours per week **vary**
- All positions in this department work hours as assigned as outlined in job descriptions and as scheduled by the Facilities Manager. Depending on the season, Facilities-Recreation staff work regular business days (Monday to Friday), after hours and weekends as assigned.
- All positions in this department may bank time or are eligible for overtime at rate of 1 ½ times regular hourly rate for any hours worked over 40 per week.

g) Fire Department

- Fire Chief - 40 hours per week or as outlined in employment contract.
- Deputy Fire Chief: as outlined in employment contract.
- Fire Prevention Officer – 35 hours per week or as outlined in employment contract.
- All other fire department staff are volunteer positions.

H) Student Employees

- Regular hours as directed by Supervisor.
- Overtime rate of pay @ 1½ times regular hourly rate for any hours worked over 44 hours per week.

Rate of Pay for Working Statutory Holidays

Permanent full time, permanent part time and seasonal employees will be paid



at 2 times the regular hourly rate of pay for the hours worked on public holidays as approved in Section #12 of this policy. Public holidays for student employees will be at 1½ times the regular hourly rate for hours worked as approved in section #12 of this policy.

15) a) Overtime

All overtime worked must be pre-approved by supervisor and be recorded on each time sheet. Overtime hours worked in excess of the employee's regular working hours will be paid out at time and one half the regular hourly rate.

Approved overtime does not include time for extended training days, conferences or travelling.

Salaried and Administrative employees shall take time off in lieu of overtime where applicable. All other employees may use lieu time rather than being paid out for overtime. (See Lieu Time section below)

b) Lieu Time or Banked Time:

An employee may be compensated for overtime worked by receiving one and one-half hours of paid time off for each excess hour worked instead of overtime pay if,

- (i) The employee and the employer agree to do so; and
- (ii) The paid time off is taken within three months of the work week in which the overtime was earned.

All banked time (earned or taken) must be recorded on each time sheet and must reflect the balance of lieu time hours owing to the employee.

- Administration employees may accumulate up to a maximum of 35 hours of banked time
- All other departments may accumulate up to a maximum of 40 hours of banked time

Employees may use lieu time with approval and at the discretion of their supervisor. Employees may be requested by their supervisor to consume banked time at times of the year when the department's municipal work schedules are slower and less demanding.

c) Where the Employees Employment Ends or Terminates:

If the employment of an employee ends before the lieu time is taken, the employer shall pay to the employee the accumulated banked time on the final pay (up to a maximum of 35 hours for administration or 40 hours for other departments).

Should an employee resign from employment without providing the Township of Southgate with the required notice as stipulated in their employment offer, the Township of Southgate may deduct sufficient funds from the employee's regular or overtime earnings, banked time, or vacation pay from the employee's final pay. The amount deducted will be calculated by multiplying the normal regular earnings of the



employee per day by the number of days for which required notice was not provided. This detailed information of resigning without providing proper notice and the method by which withholdings will be calculated, will be clearly defined in all offers of employment to employees.

d) Special Functions Attended on Behalf of Southgate:

[Outside the realm of normal activities e.g. Parades, Home & Garden Shows and other public relations events etc.]

Employees requested by Council or management to attend or work at special functions on behalf of the Township will receive mileage and time paid or time off in-lieu of the hours worked. ~~Councillors attending public relations functions on behalf of the Township will receive mileage only, not a per diem for attending.~~

e) Worked Time

When calculating overtime or banked time on a weekly basis; sick time, statutory holidays and vacation time cannot be used as worked time to reach the 35, 40, or 44 thresholds for pay purposes.

16) Retirement

As mandatory retirement was abolished by the Provincial Government on December 12, 2006, employees over the age of 65 may choose to continue employment with the Township of Southgate. There are exceptions to the law if the employer can show that certain employment requirements or qualifications are necessary to perform, or are logically related to, the essential duties and responsibilities of the job. Employees over the age of 65 continue to be covered under the WSIB Act.

Separation Gifts

a) Employees, Council Members & Volunteer Firefighters Years of Service Payment

Employees, Council Members and volunteer Fire Fighters will receive a monetary pay-out for years of service, or for full time, permanent part time and seasonal employees, with the municipality in the amount of \$200.00 for each year of service (up to a maximum of 25 yrs.) for all staff with a minimum of five (5) years of service with the Township of Southgate starting Jan 1, 2000. The first year for which a gift may be paid out is 2000. Pay-out for the last year of service will be prorated on a monthly basis from January 1 to the last day of the month in which the employee or elected official terminates employment with Southgate. Separation gift does not apply if an employee is dismissed. Employees and Council Members that also act as volunteer Fire Fighters in the same 12 month period ~~only~~ qualify for one year of service ~~for each position since the volunteer firefighter position is separate from their Township position.~~

b) Employees and Council Members Township Separation Gift

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Employees and Council Members will receive separation gifts to be paid from the general fund and that the gift value increase based on number of years of service (pre & post amalgamation) upon retirement as follows:

5 years of service -	\$125
6 years to 15 years of service -	\$250
Over 16 years of service -	\$450

c) Employees and Council Members Social Fund Gift

Employees and Council Members, upon retirement, which includes not returning to council, or a leave of employment, will receive a gift valued at \$100 to be financed from the Social Fund of which employees and Council contribute **if the employee or Council member contributed towards the fund.**

d) Retirement Party for Staff or Council Member

The Township will pay for retirement party expenses up to a maximum of \$250 for individuals having served with the municipality (pre & post amalgamation) for 20 years or more, if the employee or Council Member wishes a retirement party.

17) Job Abandonment

An employee of the Township of Southgate failing to report for a scheduled work shift without providing adequate notice and appropriate justification to his/her manager/supervisor will be considered a breach of the employee's employment conditions.

Failure on the part of the employee to communicate with management to provide adequate notice and appropriate justification for missing 3 consecutive assigned work shifts would be considered as job abandonment and may lead to termination of employment with the Township of Southgate. For the purpose of this policy the words "adequate notice" is defined as and will be considered direct verbal communications from an employee to a supervisor or manager of the department, at least 2 hours prior to the start of the work shift.

18) Group Benefit Plan

All full time and permanent part time employees (as defined on Page 1) will be provided with an Extended Health and Group Insurance Benefit Plan as outlined in Section 1 & 2 of Schedule A attached. Group benefits will terminate for employees at age 65.

Every employee is responsible for submitting receipts for dental and other applicable in-house healthcare spending account items to the Payroll Department for reimbursement.

19) (a) In Memoriam Donations *(sent on behalf of the Municipality)*

A charitable donation or flowers will be sent to the families upon the death of the following:

- Past member of Council who served one full term, and their spouse



- Present members of Council, and their spouse or child
- All employees, and their spouse or child

(b) Get Well Gifts

Flowers will be sent to all members of Council and all employees after three or more days of hospitalization.

20) Performance Appraisals

Please refer to Policy #17 – Performance Review Policy.

~~Department Heads shall prepare an annual performance appraisal by November 30 of each year, in discussion with the employee. Employees shall review and sign the appraisal in the presence of the Department Head. The appraisal form will be designed to allow employees to sign in the applicable place whether they agree or disagree with the Department Head's assessment. If the employee is in disagreement with the supervisor's appraisal, there will be sufficient space for the employee's comments and reasons why they are not in agreement. The employee shall receive a copy of the annual performance appraisal with original filed in individual employee's personnel file.~~

~~A performance appraisal on an employee that reports with responsibility to a Board or Committee and to the Township CAO shall be completed as follows:~~

- ~~• A performance appraisal should be drafted by the Board/Committee Chair and members at an in-camera meeting of Board/Committee members only.~~
- ~~• The Board/Committee Chair meets with the CAO for staff input related external issues such as general feedback from Council, working with other Township staff, budget preparation, financial reporting, time management, etc.~~
- ~~• Once Board/Committee Chair and Township's CAO are satisfied, the Chair and the Township CAO would schedule a convenient time to complete the actual performance appraisal with the employee.~~

21) Health & Safety

One in three members of staff in each department is required to hold a certificate for CPR or St. John's First Aid; however, any employee wishing to obtain certification in one or both of the above courses will be reimbursed the cost of the course by the Municipality.

22) Drugs & Alcohol

The use of or being under the influence of alcohol or illegal drugs in the workplace or on Township property will be subject to disciplinary action. The CAO will review any such incident with Department Head and document same based on Human Resources advice.

In light of new cannabis legalization, Township employees that are required to operate heavy equipment and motor vehicles as part of their job duties,



should make themselves aware of driver licence regulations/requirements of different operator licence classes that could affect and/or restrict them from any recreational cannabis use. Should the legislation affect your employment duties and your cannabis use is for medical reasons the employee shall inform Southgate management as soon as possible for how this may affect your current abilities to perform your employment duties and future accommodations for affected work duties.

23) Municipal Vehicles and Mileage Compensation for Business Use of Employee Vehicles

See Southgate Policy #22 Vehicle Use and Safety Policy

24) Work Boot / Clothing Reimbursement

- All Works and Environmental Services department employees (full time & seasonal) receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- Arena/Recreation employees (full and part time) - receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- CBO, Fulltime Building Inspector & Fulltime By-Law Enforcement Officer- receive a boot reimbursement of \$200/year for work use payable on the submission of receipt(s).
- Fire Chief & Fire Prevention Officer – receive a boot reimbursement of \$260/two-years for work use payable on the submission of receipt(s).
- Permanent Part Time Transfer Station Attendants - receive a boot/clothing reimbursement of \$130/year payable on the submission of receipt(s).
- The criteria for the work boot / clothing allowance is that it may be used for safety boots (with green patch), rubber boots (with green patch), work coveralls and work gloves only for work use.
- The criteria for the work boot only allowance is that is may be used for the purchase of safety boots (with green patch) or rubber boots (with green patch) for work use.
- To be eligible, employees must have completed their probationary period before being eligible for reimbursement of the work boots/clothing allowance.

25) Safety Issues

Safety clothing for each works employee to be purchased through the Health & Safety budget and replaced as needed.

CREATED: January 1, 2000

REVISED: February, 2003 & December 1, 2004
April 13, 2005 approved by Council Resolution #185-05
August 28/08, October 1/08, May 12/09 & September 15/10, January 19/11,

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November 21, 2012
June 18, 2014
Oct 22/2014 by Council Resolution #500-14
Jan 21, 2015 by Council Resolution #50-15
June 17, 2015 – DRAFT REVISIONS
Jan 25, 2016 - by Council Resolution #104-16
Dec 21, 2016 – by Council Resolution #943-16
Dec 6, 2017 – 2018 COLA applied
August 1, 2018 – by Council Resolution #2018-481
December 19, 2018 – HCSA COL Adj (Council Resolution #2018-627)
May 1, 2019 – by By-law 2019-073
May 18, 2022 – by By-Law 2022-073
December 21, 2022 – by By-Law 2022-179

TOWNSHIP OF SOUTHGATE

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SCHEDULE B

Employee Absence Report



Section 1: Extended Health Benefits include:

- prescription drugs
- vision services
- miscellaneous paramedical services as outlined in the booklet
- out of country travel insurance
- employee life insurance and long term disability (LTD)
- **accidental** death & dismemberment **AD&D**) as outlined in the booklet

The above benefits apply to all Full Time and Permanent Part-time employees **who work a minimum of 25 hours/per week year-round.**

New hires are eligible for extended health benefits through benefit insurers following the completion of 3 months of active, consecutive employment, unless alternate employment arrangements have been negotiated.

Section 2: Short Term Disability:

Short term disability coverage for all full time and permanent part-time employees of the Township of Southgate shall be covered in-house. Applicable employees are eligible for short term disability coverage following the completion of 3 months of active, continuous employment, unless alternate employment arrangements have been negotiated.

To qualify for STD payments, an employee must:

- a. On the third day of an illness or first day of an injury where the employee will be off for more time, they must report to the employee's supervisor or Department Head in writing that they will be requiring additional time off; and
- b. Provide a completed medical certificate. The certificate must be completed by a duly recognized medical practitioner for physical or illness conditions and by a Mental Health Professional for mental health conditions. The completed medical certificate must set out the nature of the illness/injury/condition, prognosis for recovery, and anticipated safe return to work date. Failure to produce the required medical certificate within five (5) working days of the date of disability may result in uncertified days of absence being charged as leave without pay and could impact WSIB and/or Long-Term Disability employee benefits through our Benefits Service Provider. Any cost associated with obtaining the certificate is to be paid by the Township of Southgate.

The approval of benefits may be completed in-house at the Township of Southgate or by an appointed adjudicator chosen by the Township of Southgate.

Section 3: In-House Health Care Spending Account (HCSA):

Eligible claims will be reimbursed for the employee, the employee's spouse or common law spouse and dependent children (defined as those being unmarried, aged 21 or under, or eligible children up to age 25 if attending a full-time educational institution.) This is the same eligibility criteria used for the Sun Life benefits.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Note: If an existing employee is promoted from a seasonal position where they have earned at least 3 months service, to a full time position they will not have to wait an additional 3 months to continue this benefit.

Full Time Employees:

Following 3 months of continuous active employment, full time employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year which shall include reimbursement for:

- Dental claims
- Cost of eye exams
- Out of pocket expense for the cost of a medical exam for any driver licensing required in the employee's job description
- Laser eye surgery
- Orthotics
- Hearing tests
- The excess amount paid by an employee for prescription eyewear with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.
- Out of pocket expenses up to a maximum of \$200 per person for each chiropractic services, massage therapy and physiotherapy will also be reimbursed.
- The excess amount paid by an employee for prescription drugs with proof that the prescription was written by a qualified medical practitioner and employee had concurrently claimed the eligible portion from the Sun Life plan (excluding deductible charged by Sun Life).
- The excess amount paid by an employee for mental health supports by a psychotherapist, Masters of Social Work or Family Therapist with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.

All claims submitted must include original invoices with proof of payment.

Permanent Part-Time or Seasonal Employees:

Following 3 months of continuous active employment, permanent part time and seasonal employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year. Criteria for eligible dependents and eligible items are the same as itemized above for full time employees. Casual employees and student employees are not eligible for this benefit.

HCSA Rate - Annual Adjustments

In conjunction with Policy #16, Pay Administration Policy, if Council approves an increase, each year on January 1, the HCSA benefit will be adjusted by the annual Statistics Canada Ontario Consumer Price Index (CPI) from October (COLA), rounded to the nearest \$1. The increase is automatic each year, if Council approves a COLA increase.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



	Full Time Employees	Permanent Part-Time or Seasonal Employees
2017 (As per Resolution 943-16, December 6, 2016)	\$1,200	\$600
2018 (1.3% COLA)	\$1,216	\$608
2019 (2.5% COLA)	\$1,246	\$623
2020 (1.7% COLA)	\$1,267	\$634
2021 (0.7% COLA)	\$1,276	\$638
2022 (3.0% COLA)	\$1,314	\$657
2023 (4.0% COLA)	\$1,367	\$683

Section 4: Retirement Benefits:

Employees aged 55 or older who choose to take early retirement may continue to participate in the extended health care benefit plan (at the former employee's expense) under the following conditions:

- The individual was part of the employer paid benefit plan through outside insurers immediately prior to early retirement
- The individual must have a minimum of ~~10~~ 5 years of service with the Township of Southgate and not be eligible for any other similar program
- The Township of Southgate will notify the individual of the premium costs on an annual basis and the individual must reimburse the Township of Southgate by the first business day of each and every month for the total cost of these benefits
- The individual will provide 30 days written notice to the Township if they wish to discontinue this plan
- Should the individual be in default of payment of a monthly premium, the Township of Southgate will send one reminder notice. If premium is not paid within 5 business days thereafter, the Township has the right to discontinue this arrangement immediately

This post-retirement benefit option will terminate when the former employee turns 65 years of age.

Extended Health Care benefits include prescription drugs, vision care, out-of-province medical coverage (if requested) and other health and medical items as listed on the Outline of Benefits from the insurer.

Section 5: Employee and Family Assistance Program

All employees and Council members have access to the Township's confidential Employee and Family Assistance Program (EFAP) at no cost to the employee.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Employee Name: _____

Department: _____

Date(s) of Absence: _____

Reason for Absence:

☐ Vacation Day

of Outstanding Vacation Days: _____

_____ Days Year: _____

☐ Emergency Leave

☐ Bereavement Leave

☐ Personal Day (unpaid)

☐ Jury leave or Court duty

☐ Time off in lieu overtime

☐ WSIB related absence

If Sick or Emergency Leave:

☐ Sick Day

Time used this year: _____

New Sick Day(s) used: _____

Emergency Leave Information:

☐ Dentist Appointment

☐ Doctors Appointment

☐ Hospital Treatment

Appointment Location (Town):

Start of Leave Time: _____

Return to Work Time: _____

Employee's Signature: _____

Date: _____

Approved by: _____

Date: _____

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2022-179

being a By-law to adopt a "Personnel Policy"
known as Policy Number 1

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas the Council of The Township of Southgate has deemed it desirable to adopt a personnel policy for the Township of Southgate,

Now therefore be it resolved that the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the "Personnel Policy" known as Policy No. 1, attached hereto as Schedule A is hereby adopted; and
2. **That** by-law 2022-073 is hereby repealed; and
3. **That** this by-law shall come into force and effect on the date of its passing.

Read a first, second and third time and finally passed this 21st day of December, 2022.

Brian Milne – Mayor

Lindsey Green – Clerk



Purpose

The aim of this Policy is to set out the terms and conditions of employment with detailed information for all employees which shall be established by By-laws of the Corporation on Relative Acts in the Ontario Statutes. The terms and conditions of this Policy shall apply to all permanent full-time, seasonal, student and part-time employees accepting employment with the Corporation.

Employee Definitions

Full Time Employees – A full time employee is an employee who works full time in a permanent position and works the regular number of work hours per week, as defined in individual job description.

Permanent Part Time Employees – A permanent part time employee is an employee who works on a year round basis. The employee works the regular number of hours per week in the position for which they were hired year round e.g. library, arena, etc.

Note: In order for a permanent part time employee to qualify for extended health benefits, the employee must work a minimum of 25 hours each week year round.

Seasonal Employees – Are non-permanent employee, is an employee who is hired for specific purposes during specific seasons of the year. The employee works the required number of hours as defined in the job description or additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only (Not guaranteed year round employment)

Temporary Contracted Employees – A contract position that is hired at the discretion and justification of the individual Department Head and the CAO for a specific purpose and for a period of time greater than 3 months and up to 18 months in duration, with an identified end date. Staff may source applicants for temporary contract positions from resumes on file or if necessary advertising in the local newspapers and/or on the Township's website. The employee works the required number of hours as defined in the contract and/or job description as well as additional hours as assigned and approved by the Department Manager and Supervisors for a designated time period only. (Not guaranteed employment beyond the contract period).

Casual Employees - A temporary position that is hired at the discretion and justification of the individual Department Head and the CAO, to fill a leave of absence, vacation voids, short term projects, specific tasks, etc. The rationale is to complete the same work in a more timely and effective manner while at the same time financially reducing the hourly cost and/or overtime. A casual position term of employment must not exceed 3 months in length. Since a job description will not exist for casual positions, a letter must be provided to the employee and a copy placed on file confirming the type of work, the length of the employment and the rate of pay. The rate of pay will be based on the type of job and at the discretion of the Department Head and CAO in Band 15 and will not exceed Step #3 unless

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approved by Council.

Student Employees – A non-permanent employee is an employee who is registered in school, hired to work during school vacation periods or after school hours or for cooperative work terms. Student employees work the required number of hours requested by Supervisor for a designated time period only (not guaranteed year round employment). When a student employee is called in to work on a paid holiday that falls on a scheduled day off, the student is paid for hours worked at time and one-half regular rate of pay.

1) Probationary Period

New employees shall be required to serve a probationary period as per Policy #8 Hiring Policy.

2) Rate of Pay

The starting rate of an employee shall be according to the pay band for that position/pay equity job classification and the Pay Administration Policy of the Municipality.

3) Pay Period & Dates

There shall be 26 pay periods (bi-weekly) in each and every year. The regular bi-weekly pay period starts on a Saturday and ends on the 2nd Friday. Time sheets are to be handed in to payroll by 9:00 a.m. on Monday for pay day on Thursday. Necessary deductions shall be made from pay cheques to cover employee's share of benefits established by By-law of the Corporation.

4) Reporting Absence

The employee is personally responsible for reporting absence directly to their Department Head each time they are absent from duty. An employee that is planning on being absent from work for any reason must complete an "Employee Absence Form" prior to planned leave and following returning to work for unplanned leave. A copy of the "Employee Absence Form" is included in this policy as Schedule 'C'. An employee that fails to report for duty and does not report the absence, shall be shown on the attendance report as "FAILED TO REPORT" and their supervisor will discuss the situation with the employee and document the incident for the employees personnel file.

Inclement Weather Policy

Employees may use their own judgement when attempting to get to work in inclement weather; however, they will be paid for the day only if the office is closed. The Roads department management is to contact the CAO by 7:00 a.m. to determine if the office is to be closed. All employees will be contacted by their supervisor.

6) Conflict Management

An employee shall feel free to discuss a grievance with his/her supervisor. The employee shall present the concern on an interview basis within ten (10)



working days, or as soon as possible of becoming aware of the problem. If dissatisfaction results, the Supervisor shall refer the matter to the CAO or Department Head who will attempt to resolve the matter within fifteen (15) working days. If a conflict still exists, the CAO and/or Department Head will refer the matter to the General Government/Personnel Committee for a report and decision to Council. It is required that all concerns and respective responses be in writing and if resolved, be signed off as approved by all parties.

7) Leave of Absence

The Corporation may grant leave of absence for legitimate personal reasons. Such employees shall not be paid and shall not accumulate credited service time while on leave. Any absence from work without approval from the Supervisor is considered absence without leave which shall result in forfeiture of pay, Performance Improvement Plan counselling meeting(s) and if further action is required, refer to the steps outlined in the progressive discipline policy.

8) Pregnancy & Parental Leaves

An employee requesting pregnancy leave has the right to take unpaid time off of up to 17 weeks. If an employee requests parental leave they have the right to take leave of up to 35 or 37 weeks of unpaid time off. If takes a pregnancy leave of 17 weeks and as well a parental leave of 35 weeks concurrently for a total of 52 weeks of unpaid leave. The Township of Southgate policy as it relates to pregnancy and parental leave will follow all the requirements of the legislation as detailed in the Province of Ontario's, Ministry of Labour, Employment Standards Act (ESA). It may be necessary, to refer to the ESA information for details on pregnancy and parental leave eligibility issues and detailed criteria as it relates to miscarriages, stillborns, etc.

During any pregnancy and/or parental leave, the employee has the rights to:

- Return to the same job the employee had before the leave began or a comparable position if the employee's old job no longer exists;
- Be free from any penalty if an employee took, plans to take, is eligible for or becomes eligible to take pregnancy or parental leave;
- Earn credit for length of employment and service while on leave;
- Continue to accrue seniority while on leave; and
- Continue to participate in Southgate's benefit plan for:
 - pension plans;
 - life insurance plans;
 - accidental death plans;
 - extended health plans; and
 - dental plans.

Note: Employees must continue to pay their share of premiums for the benefits listed and as well for any other benefits made available to others on leave employees. The municipality will pay its share of the premiums for any of these

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plans that were available before the leave unless advised by the employee in writing that he or she does not wish to continue to pay the employees share of the premiums.

9) Compassionate Leave

Permanent full time, seasonal and part-time employees are entitled to paid time off for bereavement as follows:

3 paid days: Immediate family: parents, parents-in-law, spouse, child, brother, sister, grandchild, son in law, daughter in law, grandparents

1 paid day: Brother in law, sister in law, aunt or uncle of the employee only

Paid days do not include statutory holidays or weekends. Additional days will be allowed without pay and only with approval by supervisor. If necessary, additional days will be granted from unused vacation time or from sick days.

Days may not be split, if less than a full day is taken, it will be counted a full day.

10) Paid Medical Time and Leave

A total of ten (10) paid days for illness or emergency leave per calendar year will be allowed for full time employees. Part time and Seasonal employees will be granted five (5) days per calendar year.

Use of Sick Days:

- i. Employees may use these days for personal illness, personal medical appointments during working hours; or
- ii. Emergency Leave, as defined in the provisions of the Employment Standards Act, 2000 (ESA) must be an urgent matter; or
- iii. Time off work with pay will be allowed for employees to obtain a medical certificate and/or renewal of drivers licenses which are required as part of the employees job description.

Emergency Leave is defined as follows

- i. A personal illness, injury or medical emergency
- ii. The death, illness, injury or medical emergency of an individual (see list below)
- iii. An urgent matter that concerns an individual described in ESA Subsection (2) 2000, c.41 s.50 (1). An urgent matter is described as unplanned or out of the employee's control and involve the possibility of serious negative consequences, including emotional harm, if it is not attended to.

Emergency Leave applies with respect to the following individuals:

- i. The employee's spouse or same-sex partner
- ii. A parent, step-parent or foster parent of the employee, the employee's spouse or the employee's same sex partner



- iii. A child, step-child or foster child of the employee, the employee's spouse or the employee's same-sex partner
- iv. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse or same-sex partner
- v. The spouse or same-sex partner of a child of the employee
- vi. The employee's brother or sister
- vii. A relative of the employee who is dependent on the employee for care or assistance. ESA 2000, c.41, s 50 (2)

If an employee is absent from work due to illness or emergency leave, they shall upon their return to work, fill out an Employee Absence Report with a brief explanation, time off recorded and signed by the employee.

If an employee is required to be absent from work due to attending a non-emergency scheduled doctor's appointment (Dentist, Doctor, Out-patient treatment or therapy, etc.), they shall well in advance prior to the appointment fill out an Employee Absence Report with a brief explanation of the type and the town location of the appointment without disclosing personal information, time off duration required and sign the form. Employees should provide at minimum one week of notice or more to prevent conflicts with other leave or vacation requests. These types of requests will be accepted by management whenever possible, however increased notice should be provided to management to prevent workplace scheduling conflicts and/or service delivery interruptions.

Jury Duty Leave

Employees will receive regular pay when summoned for jury duty or if subpoenaed to attend court. Any remuneration provided for jury fees other than mileage reimbursement is to be returned to the employer except if duty is required on a Statutory Holiday or after the regular hours of the employee

Leaves of Absence without Pay

A leave of absence without pay must be requested in writing stating reason and length of time the employee will be off work. Such a leave of absence must be approved by management and council.

Family Caregiver Leave

Family Caregiver Leave is for employees whose relative is dependent on the employee for care and/or assistance and where a qualified medical practitioner has issued a certification stating that the family member has a serious medical condition. This leave entitles employees up to eight weeks of unpaid leave per calendar year to provide care or support to specified family members. Specified family members are those listed in Emergency Leave Section #10 with one addition. "Any individual prescribed as a family member for the purpose of this section." Employees are not required to take these eight weeks in complete weeks and there is no minimum period of service required before employees become entitled to take this leave. Employees must notify their intent to take the leave and employers are entitled to



request copies of medical evidence.

Critically Ill Child Care Leave

This leave is available to employees whose child is critically ill and when a qualified medical practitioner has issued a certification stating that the child is critically ill and requires the care or support of one or more parents. The certification also sets out the period in which the care or support is required. This unpaid leave entitles employees up to 37 weeks of leave to provide care or support to a child. Employees are not required to take these 37 weeks in complete weeks. In order to be eligible, the employee must have been employed by his or her employer for a minimum of six consecutive months. Employees must notify their employer in writing as well as prepare a written plan that sets out the weeks in which the leave will be taken. The employer is entitled to request copies of medical certificate.

Crime-Related Child Death or Disappearance Leave

This unpaid leave is available to employees who experience a disappearance or death of a child as a result of a crime. The employee is entitled to up to 104 weeks of absence in the case of a child's death, commencing the week of the child's death, if it is the probable result of crime. The employee is entitled to up to 52 weeks of absence in the case of a disappearance of the child due to a probable crime, commencing the week the child is missing. Employees are generally required to take the leave in a single period, subject to limited exceptions. Employees must notify their employer in writing as well as prepare a written plan that sets out when they intend to take the leave.

11) Pension

All continuous full-time employees are required to join the Ontario Municipal Pension Plan (OMERS) as a condition of employment; which commences on the first day of employment. The Ontario Municipal Employee's Retirement System is the Pension Plan of the Corporation by agreement whereby the employer matches the amount paid into the plan by the employee. Non-fulltime (NFT) (previously known as Other than continuous full-time employees (OTCFT), employees have the option of joining OMERS and will be provided information at the commencement of their employment.

12) Paid Public Holidays

- a) The Township of Southgate recognizes the following *public* holidays. Each employee who qualifies shall be paid at the regular daily rate for each of the following public holidays.

New Year's Day	Good Friday	Easter Monday	Victoria Day
Canada Day	Civic Holiday	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day	

Note: Family Day is not included as a statutory or public holiday with pay in Southgate, because the Township already meets the legislation requirements. The Township provides 11 paid holidays to the employees when only 10 are

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required in Ontario.

- b) When a holiday mentioned above falls on a Saturday or Sunday, the holiday will be taken on the following workday(s), with the exception of Remembrance Day, which may be used as a floater day, or as deemed by their supervisor. If Works Department staff are required on the following Monday, another day off will be arranged with authorization of the Department Head.

13) Paid Vacation

- Up to and including 1 year of service, 4% of current year's earnings;
 - After 1 full year of service, 2 weeks paid vacation plus 4% vacation pay on overtime earnings;
 - After 5 full years of service, 3 weeks paid vacation plus 6% vacation pay on overtime earnings;
 - After 10 full years of service, 4 weeks paid vacation plus 6% vacation pay on overtime earnings; or
 - After 15 full years of service, 5 weeks paid vacation plus 6% vacation pay on overtime earnings.
- a) Vacation will be taken in the current year of January 1 to December 31. Although all employees are encouraged to take their vacation in the current year, they will be allowed to carry over 5 days of vacation time at the previous year's hourly rate to the following year in exceptional circumstances. **Any vacation carried forward must be used by June 30 of the following year and will not be paid out if unused. To ensure you don't lose your vacation, work with your manager well in advance (at least 3 months) to schedule your vacation time.**
- b) No more than three weeks of vacation to be taken at one time in each department (administration and works).
- c) Time of vacation to be approved by supervisor.
- d) When a statutory holiday falls on a day of an employee's scheduled vacation, the employee shall be entitled to an additional day of vacation provided that the necessary arrangements have been made with the Supervisor prior to commencement of the vacation period.

Vacation pay will be paid to part time and seasonal employees ONLY on each regular bi-weekly pay or they may choose to accrue their vacation pay to be paid out at a time requested by the employee, or at the end of the calendar year if not requested earlier. Full time employees are not given vacation pay on each cheque but will receive their normal pay when vacation is taken and their vacation pay on overtime earnings as listed above at year end. The number of weeks paid vacation allowed is based on the service schedule above.

All seasonal employees after 10 calendar years of employment will receive vacation pay at the rate of 6%. Previous service from the former



municipalities will be recognized.

Employees who move from permanent part time status to full time status will be eligible to use previously accumulated hours of service to establish their seniority for vacation pay purposes.

14) Working Hours & Compensation

a) **CAO:** 40 hours per week as outlined in employment_contract.

b) Administration:

- 35 hours per week
- Banking of time will be calculated at 1½ times regular hourly rate for any hours worked over 35 per week.
- This section applies to all administrative positions such as the Clerk and this position's direct reports, the Treasurer and this position's direct reports and all other office administration staff working in the municipal office. The only exception is where terms are specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

c) Building Department & By-Law Enforcement

- Chief Building Official – 40 hours per week
- Building Inspector & By-Law Enforcement Officer – 40 hours per week
- Banking of time at overtime rate of pay at 1½ times regular hourly rate for any hours worked over 40 per week

d) Planning & Economic Development Department

- Planner – 35 hours per week as outlined in employment contract.
- Economic Development Officer – 35 hours per week or as outlined in employment contract.

e) Transportation & Public Safety and Environmental Services Departments

Full-time Department Management, Lead Hands & Operator Labourers:

- 40 hours per week
- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any "worked time" hours over 40 per week on weekdays.
- Hours worked on weekends (Saturday & Sundays) at time and one half rate of pay.
- This section of this policy applies to management positions in these departments, unless where specifically spelled out in other documents, such as a job description or an employment contract which will supersede this policy.

Seasonal Operator Labourers:

- Seasonal employees (winter) work November 15 to March 31. They may be called in on a day to day basis prior to or after above dates,

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based on seasonal needs at the request of the departments management.

- Banking of time or overtime rate of pay at 1½ times regular hourly rate for any hours “worked time” over 40 hours per week (Saturday to Friday work week).

Casual Employees:

- Casual Operator Labourers are on call as needed by the TAPS department without guarantee of any hours on a weekly basis.

f) Recreation Department

- Facilities Manager – 40 hours per week
- Facilities Operator - 40 hours per week
- Facilities Operator Seasonal –hours per week vary
- All positions in this department work hours as assigned as outlined in job descriptions and as scheduled by the Facilities Manager. Depending on the season, Facilities-Recreation staff work regular business days (Monday to Friday), after hours and weekends as assigned.
- All positions in this department may bank time or are eligible for overtime at rate of 1 ½ times regular hourly rate for any hours worked over 40 per week.

g) Fire Department

- Fire Chief - 40 hours per week or as outlined in employment contract.
- Deputy Fire Chief: as outlined in employment contract.
- Fire Prevention Officer – 35 hours per week or as outlined in employment contract.
- All other fire department staff are volunteer positions.

H) Student Employees

- Regular hours as directed by Supervisor.
- Overtime rate of pay @ 1½ times regular hourly rate for any hours worked over 44 hours per week.

Rate of Pay for Working Statutory Holidays

Permanent full time, permanent part time and seasonal employees will be paid at 2 times the regular hourly rate of pay for the hours worked on public holidays as approved in Section #12 of this policy. Public holidays for student employees will be at 1½ times the regular hourly rate for hours worked as approved in section #12 of this policy.

15) a) Overtime

All overtime worked must be pre-approved by supervisor and be recorded on each time sheet. Overtime hours worked in excess of the employee’s regular working hours will be paid out at time and one half the regular hourly rate.

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Approved overtime does not include time for extended training days, conferences or travelling.

Salaried and Administrative employees shall take time off in lieu of overtime where applicable. All other employees may use lieu time rather than being paid out for overtime. (See Lieu Time section below)

b) Lieu Time or Banked Time:

An employee may be compensated for overtime worked by receiving one and one-half hours of paid time off for each excess hour worked instead of overtime pay if,

- (i) The employee and the employer agree to do so; and
- (ii) The paid time off is taken within three months of the work week in which the overtime was earned.

All banked time (earned or taken) must be recorded on each time sheet and must reflect the balance of lieu time hours owing to the employee.

- Administration employees may accumulate up to a maximum of 35 hours of banked time
- All other departments may accumulate up to a maximum of 40 hours of banked time

Employees may use lieu time with approval and at the discretion of their supervisor. Employees may be requested by their supervisor to consume banked time at times of the year when the department's municipal work schedules are slower and less demanding.

c) Where the Employees Employment Ends or Terminates:

If the employment of an employee ends before the lieu time is taken, the employer shall pay to the employee the accumulated banked time on the final pay (up to a maximum of 35 hours for administration or 40 hours for other departments).

Should an employee resign from employment without providing the Township of Southgate with the required notice as stipulated in their employment offer, the Township of Southgate may deduct sufficient funds from the employee's regular or overtime earnings, banked time, or vacation pay from the employee's final pay. The amount deducted will be calculated by multiplying the normal regular earnings of the employee per day by the number of days for which required notice was not provided. This detailed information of resigning without providing proper notice and the method by which withholdings will be calculated, will be clearly defined in all offers of employment to employees.

d) Special Functions Attended on Behalf of Southgate:

[Outside the realm of normal activities e.g. Parades, Home & Garden Shows and other public relations events etc.]

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Employees requested by Council or management to attend or work at special functions on behalf of the Township will receive mileage and time paid or time off in-lieu of the hours worked.

e) Worked Time

When calculating overtime or banked time on a weekly basis; sick time, statutory holidays and vacation time cannot be used as worked time to reach the 35, 40, or 44 thresholds for pay purposes.

16) Retirement

As mandatory retirement was abolished by the Provincial Government on December 12, 2006, employees over the age of 65 may choose to continue employment with the Township of Southgate. There are exceptions to the law if the employer can show that certain employment requirements or qualifications are necessary to perform, or are logically related to, the essential duties and responsibilities of the job. Employees over the age of 65 continue to be covered under the WSIB Act.

Separation Gifts

a) Employees, Council Members & Volunteer Firefighters Years of Service Payment

Employees, Council Members and volunteer Fire Fighters will receive a monetary pay-out for years of service, or for full time, permanent part time and seasonal employees, with the municipality in the amount of \$200.00 for each year of service (up to a maximum of 25 yrs.) for all staff with a minimum of five (5) years of service with the Township of Southgate starting Jan 1, 2000. The first year for which a gift may be paid out is 2000. Pay-out for the last year of service will be prorated on a monthly basis from January 1 to the last day of the month in which the employee or elected official terminates employment with Southgate. Separation gift does not apply if an employee is dismissed. Employees and Council Members that also act as volunteer Fire Fighters in the same 12 month period qualify for one year of service for each position since the volunteer firefighter position is separate from their Township position.

b) Employees and Council Members Township Separation Gift

Employees and Council Members will receive separation gifts to be paid from the general fund and that the gift value increase based on number of years of service (pre & post amalgamation) upon retirement as follows:

5 years of service -	\$125
6 years to 15 years of service -	\$250
Over 16 years of service -	\$450

c) Employees and Council Members Social Fund Gift

Employees and Council Members, upon retirement, which includes not returning to council, or a leave of employment, will receive a gift valued at

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\$100 to be financed from the Social Fund of which employees and Council contribute if the employee or Council member contributed towards the fund.

d) Retirement Party for Staff or Council Member

The Township will pay for retirement party expenses up to a maximum of \$250 for individuals having served with the municipality (pre & post amalgamation) for 20 years or more, if the employee or Council Member wishes a retirement party.

17) Job Abandonment

An employee of the Township of Southgate failing to report for a scheduled work shift without providing adequate notice and appropriate justification to his/her manager/supervisor will be considered a breach of the employee's employment conditions.

Failure on the part of the employee to communicate with management to provide adequate notice and appropriate justification for missing 3 consecutive assigned work shifts would be considered as job abandonment and may lead to termination of employment with the Township of Southgate. For the purpose of this policy the words "adequate notice" is defined as and will be considered direct verbal communications from an employee to a supervisor or manager of the department, at least 2 hours prior to the start of the work shift.

18) Group Benefit Plan

All full time and permanent part time employees (as defined on Page 1) will be provided with an Extended Health and Group Insurance Benefit Plan as outlined in Section 1 & 2 of Schedule A attached. Group benefits will terminate for employees at age 65.

Every employee is responsible for submitting receipts for dental and other applicable in-house healthcare spending account items to the Payroll Department for reimbursement.

19) (a) In Memoriam Donations *(sent on behalf of the Municipality)*

A charitable donation or flowers will be sent to the families upon the death of the following:

- Past member of Council who served one full term, and their spouse
- Present members of Council, and their spouse or child
- All employees, and their spouse or child

(b) Get Well Gifts

Flowers will be sent to all members of Council and all employees after three or more days of hospitalization.

20) Performance Appraisals

Please refer to Policy #17 – Performance Review Policy.



21) Health & Safety

One in three members of staff in each department is required to hold a certificate for CPR or St. John's First Aid; however, any employee wishing to obtain certification in one or both of the above courses will be reimbursed the cost of the course by the Municipality.

22) Drugs & Alcohol

The use of or being under the influence of alcohol or illegal drugs in the workplace or on Township property will be subject to disciplinary action. The CAO will review any such incident with Department Head and document same based on Human Resources advice.

In light of new cannabis legalization, Township employees that are required to operate heavy equipment and motor vehicles as part of their job duties, should make themselves aware of driver licence regulations/requirements of different operator licence classes that could affect and/or restrict them from any recreational cannabis use. Should the legislation affect your employment duties and your cannabis use is for medical reasons the employee shall inform Southgate management as soon as possible for how this may affect your current abilities to perform your employment duties and future accommodations for affected work duties.

23) Municipal Vehicles and Mileage Compensation for Business Use of Employee Vehicles

See Southgate Policy #22 Vehicle Use and Safety Policy

24) Work Boot / Clothing Reimbursement

- All Works and Environmental Services department employees (full time & seasonal) receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- Arena/Recreation employees (full and part time) - receive a boot/clothing reimbursement of \$260/year payable on the submission of receipt(s).
- CBO, Fulltime Building Inspector & Fulltime By-Law Enforcement Officer- receive a boot reimbursement of \$200/year for work use payable on the submission of receipt(s).
- Fire Chief & Fire Prevention Officer – receive a boot reimbursement of \$260/two-years for work use payable on the submission of receipt(s).
- Permanent Part Time Transfer Station Attendants - receive a boot/clothing reimbursement of \$130/year payable on the submission of receipt(s).
- The criteria for the work boot / clothing allowance is that it may be used for safety boots (with green patch), rubber boots (with green patch), work coveralls and work gloves only for work use.
- The criteria for the work boot only allowance is that it may be used for the purchase of safety boots (with green patch) or rubber boots (with

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- green patch) for work use.
- To be eligible, employees must have completed their probationary period before being eligible for reimbursement of the work boots/clothing allowance.

25) Safety Issues

Safety clothing for each works employee to be purchased through the Health & Safety budget and replaced as needed.

CREATED: January 1, 2000

REVISED: February, 2003 & December 1, 2004
April 13, 2005 approved by Council Resolution #185-05
August 28/08, October 1/08, May 12/09 & September 15/10, January 19/11, November 21, 2012
June 18, 2014
Oct 22/2014 by Council Resolution #500-14
Jan 21, 2015 by Council Resolution #50-15
June 17, 2015 – DRAFT REVISIONS
Jan 25, 2016 - by Council Resolution #104-16
Dec 21, 2016 – by Council Resolution #943-16
Dec 6, 2017 – 2018 COLA applied
August 1, 2018 – by Council Resolution #2018-481
December 19, 2018 – HCSA COL Adj (Council Resolution #2018-627)
May 1, 2019 – by By-law 2019-073
May 18, 2022 – by By-Law 2022-073
December 21, 2022 – by By-Law 2022-179

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Section 1: Extended Health Benefits include:

- prescription drugs
- vision services
- miscellaneous paramedical services as outlined in the booklet
- out of country travel insurance
- employee life insurance and long term disability (LTD)
- accidental death & dismemberment AD&D) as outlined in the booklet

The above benefits apply to all Full Time and Permanent Part-time employees **who work a minimum of 25 hours/per week year-round.**

New hires are eligible for extended health benefits through benefit insurers following the completion of 3 months of active, consecutive employment, unless alternate employment arrangements have been negotiated.

Section 2: Short Term Disability:

Short term disability coverage for all full time and permanent part-time employees of the Township of Southgate shall be covered in-house. Applicable employees are eligible for short term disability coverage following the completion of 3 months of active, continuous employment, unless alternate employment arrangements have been negotiated.

To qualify for STD payments, an employee must:

- a. On the third day of an illness or first day of an injury where the employee will be off for more time, they must report to the employee's supervisor or Department Head in writing that they will be requiring additional time off; and
- b. Provide a completed medical certificate. The certificate must be completed by a duly recognized medical practitioner for physical or illness conditions and by a Mental Health Professional for mental health conditions. The completed medical certificate must set out the nature of the illness/injury/condition, prognosis for recovery, and anticipated safe return to work date. Failure to produce the required medical certificate within five (5) working days of the date of disability may result in uncertified days of absence being charged as leave without pay and could impact WSIB and/or Long-Term Disability employee benefits through our Benefits Service Provider. Any cost associated with obtaining the certificate is to be paid by the Township of Southgate.

The approval of benefits may be completed in-house at the Township of Southgate or by an appointed adjudicator chosen by the Township of Southgate.

Section 3: In-House Health Care Spending Account (HCSA):

Eligible claims will be reimbursed for the employee, the employee's spouse or common law spouse and dependent children (defined as those being unmarried, aged 21 or under, or eligible children up to age 25 if attending a full-time educational institution.) This is the same eligibility criteria used for the Sun Life benefits.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Note: If an existing employee is promoted from a seasonal position where they have earned at least 3 months service, to a full time position they will not have to wait an additional 3 months to continue this benefit.

Full Time Employees:

Following 3 months of continuous active employment, full time employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year which shall include reimbursement for:

- Dental claims
- Cost of eye exams
- Out of pocket expense for the cost of a medical exam for any driver licensing required in the employee's job description
- Laser eye surgery
- Orthotics
- Hearing tests
- The excess amount paid by an employee for prescription eyewear with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.
- Out of pocket expenses up to a maximum of \$200 per person for each chiropractic services, massage therapy and physiotherapy will also be reimbursed.
- The excess amount paid by an employee for prescription drugs with proof that the prescription was written by a qualified medical practitioner and employee had concurrently claimed the eligible portion from the Sun Life plan (excluding deductible charged by Sun Life).
- The excess amount paid by an employee for mental health supports by a psychotherapist, Masters of Social Work or Family Therapist with proof that the employee had concurrently claimed the eligible portion from the Sun Life plan.

All claims submitted must include original invoices with proof of payment.

Permanent Part-Time or Seasonal Employees:

Following 3 months of continuous active employment, permanent part time and seasonal employees are eligible for the in-house health care spending account. This benefit is per employee per calendar year. Criteria for eligible dependents and eligible items are the same as itemized above for full time employees. Casual employees and student employees are not eligible for this benefit.

HCSA Rate - Annual Adjustments

In conjunction with Policy #16, Pay Administration Policy, if Council approves an increase, each year on January 1, the HCSA benefit will be adjusted by the annual Statistics Canada Ontario Consumer Price Index (CPI) from October (COLA), rounded to the nearest \$1. The increase is automatic each year, if Council approves a COLA increase.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



	Full Time Employees	Permanent Part-Time or Seasonal Employees
2017 (As per Resolution 943-16, December 6, 2016)	\$1,200	\$600
2018 (1.3% COLA)	\$1,216	\$608
2019 (2.5% COLA)	\$1,246	\$623
2020 (1.7% COLA)	\$1,267	\$634
2021 (0.7% COLA)	\$1,276	\$638
2022 (3.0% COLA)	\$1,314	\$657
2023 (4.0% COLA)	\$1,367	\$683

Section 4: Retirement Benefits:

Employees aged 55 or older who choose to take early retirement may continue to participate in the extended health care benefit plan (at the former employee's expense) under the following conditions:

- The individual was part of the employer paid benefit plan through outside insurers immediately prior to early retirement
- The individual must have a minimum of 5 years of service with the Township of Southgate and not be eligible for any other similar program
- The Township of Southgate will notify the individual of the premium costs on an annual basis and the individual must reimburse the Township of Southgate by the first business day of each and every month for the total cost of these benefits
- The individual will provide 30 days written notice to the Township if they wish to discontinue this plan
- Should the individual be in default of payment of a monthly premium, the Township of Southgate will send one reminder notice. If premium is not paid within 5 business days thereafter, the Township has the right to discontinue this arrangement immediately

This post-retirement benefit option will terminate when the former employee turns 65 years of age.

Extended Health Care benefits include prescription drugs, vision care, out-of-province medical coverage (if requested) and other health and medical items as listed on the Outline of Benefits from the insurer.

Section 5: Employee and Family Assistance Program

All employees and Council members have access to the Township's confidential Employee and Family Assistance Program (EFAP) at no cost to the employee.

TOWNSHIP OF SOUTHGATE

Policy #1 Personnel Policy

SCHEDULE B

Employee Absence Report



Employee Name: _____

Department: _____

Date(s) of Absence: _____

Reason for Absence:

☐ Vacation Day

of Outstanding Vacation Days: _____

_____ Days Year: _____

☐ Emergency Leave

☐ Bereavement Leave

☐ Personal Day (unpaid)

☐ Jury leave or Court duty

☐ Time off in lieu overtime

☐ WSIB related absence

If Sick or Emergency Leave:

☐ Sick Day

Time used this year: _____

New Sick Day(s) used: _____

Emergency Leave Information:

☐ Dentist Appointment

☐ Doctors Appointment

☐ Hospital Treatment

Appointment Location (Town):

Start of Leave Time: _____

Return to Work Time: _____

Employee's Signature: _____

Date: _____

Approved by: _____

Date: _____

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PL2022-082

Title of Report: PL2022-083-C13-22 and OPA2-22 Hopeville Precast
Department: Planning
Branch: Planning Services
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-083 for information; and
That Council consider adoption of the OPA by by-law 2022-175; and
That Council consider approval of the zoning application by By-law 2022-174.

Property Location: 186105 Grey Rd 9



Subject Lands:

The subject lands are described as Con 13, Pt Lot 25, Geographic Township of Proton and are approximately 40ha (100 acres). The lands have frontage on Grey road 9.

The Purpose :

The purpose of the proposed Official Plan Amendment is to permit the proposed precast concrete and welding shop use expansion to 650m² and outside storage area of 4000m². The zoning bylaw amendment application is to allow for an Agricultural related use being a small scale Industrial Use shop (precast concrete and welding shop) including office and power room to expand to 650m². The Outside storage area is to be expanded to 4000m². The owners wish to expand the existing use and outside storage as the business is growing. The area zoned Agricultural A1-433 exception will be enlarged to include the expanded area. The shop including office and power room is proposed to be up to 650m² with outside storage of approximately 4000m².

The Effect:

The effect of the proposed Official Plan amendment will be to designate the lands as a special policy area to permit the increased size of shop and outside storage. The zoning by-law amendment would be to change the zone on a portion of the subject lands from agricultural to agricultural exception A1-433 to permit the Industrial Use shop (precast concrete and welding shop). The number of employees clause will also be deleted from the bylaw. Any Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

Background

A Public meeting was held virtually on September 28, 2022. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C13-22-and-OPA2-22-Hopeville-Precast-Inc>

The comments received include:

The Public Works Department indicate that road is a Grey County Jurisdiction.

The County of Grey staff indicate County Transportation Services have reviewed the subject application and indicate that a commercial entrance permit is required to update existing entrance. Provided that D-6 Guidelines can be met, County Planning staff have no concerns with the subject applications.

The SVCA indicate the proposal is generally acceptable to SVCA staff and consistency with the PPS and County and Township Official Plans has been demonstrated.

No Comments were received from members of the public.

Staff Comment: The Applicant provided a response to the SVCA and County comments and has address the D-6 guidelines as well as the Endangered Species comments from the SVCA. Applicant further addressed the questions raised by

Council at the public meeting concerning leeching of runoff from the concrete into the soil and the difference between an on farm diversified use and an on farm related use. These responses can be found in Appendix two of this report.

Financial Considerations:

The business is already existing and the impact to taxation will be limited. There would be an increase as a result of the expanded workshop building to 650m² however the outdoor storage area is unlikely to have a significant impact on taxation.

Staff Review

Staff have reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2020 (PPS)

The Township has reviewed the PPS and section 4.1 of the Planning Justification Report prepared by MHBC(Attachment #1). Township staff concurs with the opinions expressed by MHBC in the report that the proposal is consistent with the Provincial Policy Statement.

County of Grey Official Plan

The Township has reviewed the County of Grey Official Plan and section 4.2 of the Planning Justification Report prepared by MHBC(Attachment #1). Township staff concurs with the opinions expressed by MHBC in the report that the proposal is consistent with the intent of the County of Grey Official Plan.

Township Official Plan

The Township's new Official Plan Has recently been approved however the Clergy Principle dictates that an application should be evaluated by the policies in effect the day the application was submitted. The Township has reviewed the old Township official Plan and section 4.3 of the Planning Justification Report prepared by MHBC(Attachment #1). The Township concurs with the opinions expressed by MHBC in the report that the proposal is consistent with the Township Official Plan.

It should be noted that Township staff also reviewed the new Official Plan Policies and continue to have the opinion that the proposal is consistent with those policies.

Comprehensive Zoning By-law

Township staff have reviewed the Comprehensive Zoning By-law and section 4.4 of the Planning Justification Report prepared by MHBC(Attachment #1). The Township concurs with the opinions expressed by MHBC in the report that the proposal is consistent with and meets the intent of the Comprehensive Zoning Bylaw.

Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

1. MHBC Planning Justification Report
2. MHBC Responses

PLANNING JUSTIFICATION **REPORT**

OFFICIAL PLAN AND
ZONING BY-LAW AMENDMENT

186105 Grey Rd 9 RR1
Township of Southgate

Date:

July 2022

Prepared for:

David Bauman

Prepared by:

MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC)

540 Bingemans Centre Drive, Suite 200

Kitchener, Ontario

T: 519.576.3650

F: 519.576.0121

Our File 22114A

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1.0 INTRODUCTION

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC Planning) has been retained by David Bauman to assist with the planning applications for the minor expansion of the existing Hopeville Precast Inc. business located at 186105 Grey Road 9 in the Township of Southgate (the “subject lands”).

The subject lands are designated Agricultural and Hazard Land in both the County of Grey Official Plan and the Township of Southgate Official Plan. The subject lands are zoned Agricultural (A1), Agricultural Exception 433 (A1-433) and Environmental Protection (EP) in the Township of Southgate Zoning By-Law 19-2002. Development is not proposed in areas designated Hazard Land or zoned Environmental Protection.

To permit the expansion of the existing building and outdoor storage area, an amendment to the Township of Southgate Official Plan and Zoning By-law is required to:

- Introduce a special policy area through a site specific amendment to the Township Official Plan on lands designated Agriculture to allow the expansion of an existing small scale industrial use that is directly supportive and related to agricultural operations to a maximum structure size of 650m² and a maximum outdoor storage size of 4,000m², which equates to a total area of 4,650 square metres; and
- Amend the existing A1-433 zone to expand the building size and the permissions for outdoor storage and to implement the proposed Special Policy Area.

This Planning Justification Report has been prepared for submission to the Township of Southgate and includes the following:

- An introduction and general description of the subject lands and surrounding uses to provide an understanding of the locational context;
- A description of the overall concept and design highlights of the proposed development;
- A review of the existing Provincial and Municipal policy framework in relation to the existing and proposed development and an assessment of consistency and conformity with Provincial Policy, and the County Official Plan; and,
- A justification for the proposed amendments to the Township Official Plan and Zoning By-law.

The subject lands comprise approximately 40 hectares, and contain a single detached dwelling, a drive shed, a barn (with two silos), a precast shop and power room, an outdoor storage area for the precast concrete business, and two large fields used for agriculture.

The proposed application is intended to allow for an expansion of the existing business through the construction of a small addition onto the existing industrial building and an expansion of the outdoor storage area.

2.0 SITE DESCRIPTION AND SURROUNDING LAND USES

2.1 Site Description

The subject property is located on the north side of Grey Road 9, between Southgate Sideroad 15 and Southgate Sideroad 19. The location of the subject lands is illustrated on **Figure 1**.

The subject lands are comprised of approximately 40 hectares and contain a single detached dwelling, a barn (with two silos), a drive shed, a precast shop and power room, an outdoor storage area for the precast concrete business, and two large fields used for agriculture. The agricultural uses on the lands include the growing/production of corn, grain and beef cattle.

The lands are located in the northeast portion of the Township, east of the Hopeville secondary settlement area and are surrounded by agricultural uses and natural areas as illustrated on **Figure 2**.

2.2 Surrounding Land Uses

As noted above, the lands are located in the northeast portion of the Township, east of Hopeville. More specifically, the following describes the surrounding land uses:

- North:** To the north of the subject lands are agricultural operations which consist of large fields and small clusters of supporting agricultural or residential buildings including small-scale industrial and commercial agriculture-related and on-farm diversified uses. Environmental features consisting of woodlands are interspersed throughout the surrounding agricultural lands.
- West:** To the west of the subject site are environmental features consisting of forested areas and wetlands beyond which are large agricultural parcels occupied by farm fields with small clusters of supporting agricultural buildings.
- South:** To the south of the subject lands is Grey Road 9, beyond which are agricultural uses consisting of large fields and small clusters of supporting agricultural or residential buildings including small-scale industrial and commercial agriculture-related and on-farm diversified uses. Environmental features consisting of woodlands are interspersed throughout the surrounding agricultural lands.

East:

To the east of the subject lands are agricultural operations, which consist of large fields and small clusters of supporting agricultural or residential buildings including small-scale industrial and commercial agriculture-related and on-farm diversified uses. Environmental features consisting of woodlands are interspersed throughout the surrounding agricultural lands.



Existing precast shop and power room



Driveway entrance to the subject site



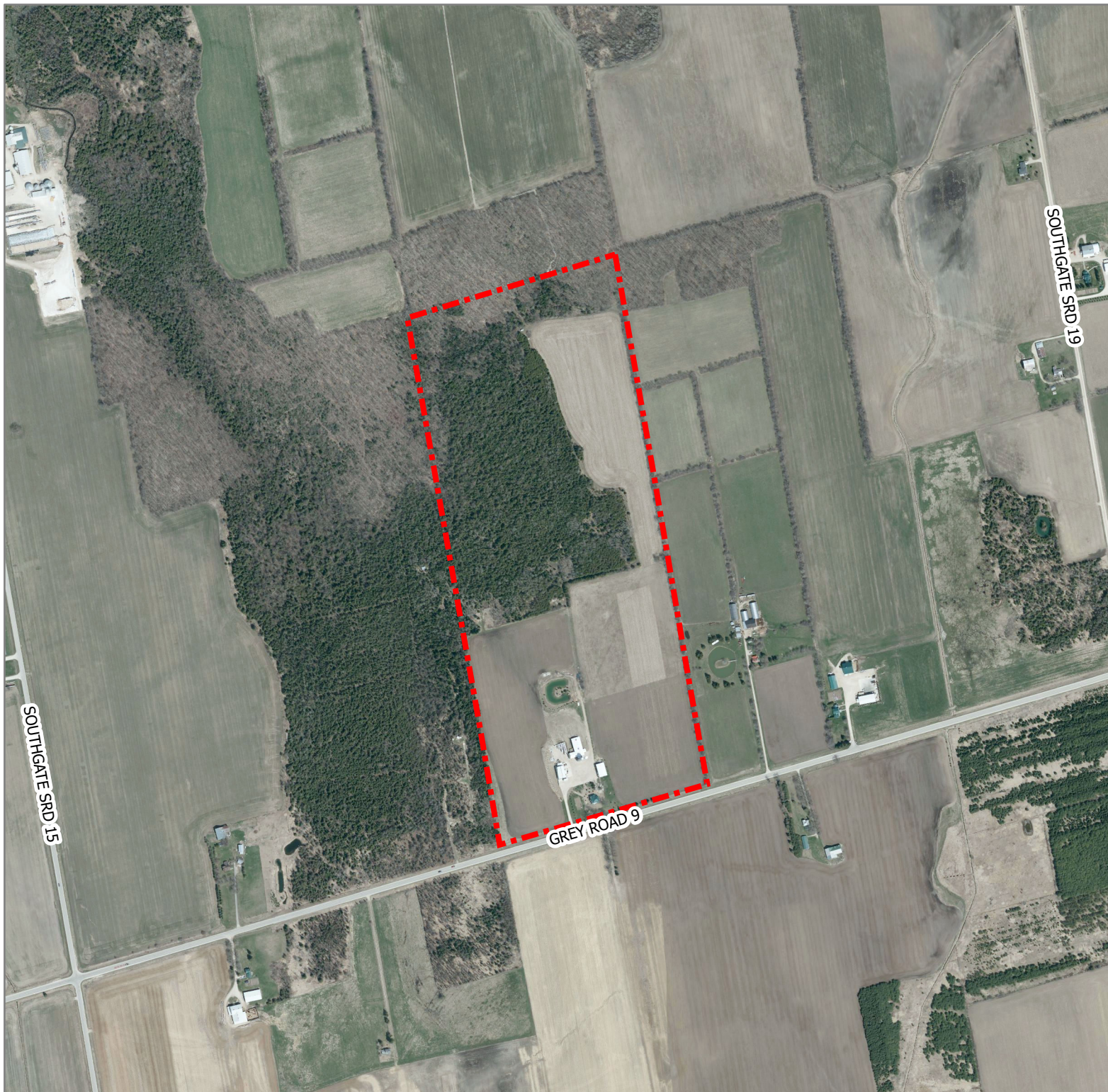
View of existing precast shop, power room and outdoor storage.



View of residential dwelling


2.3 Pre-Consultation

A virtual pre-application consultation meeting was held on June 10, 2022, to discuss the proposed Township Official Plan and Zoning By-law Amendment to permit the expansion of the existing Hopeville Precast business at 186105 Grey Road 9. A list of the technical requirements for the submission of a complete Official Plan and Zoning By-law Amendment application was discussed during the meeting and includes a Planning Justification Report and a Concept Site Plan, showing the existing buildings and the proposed expansion.



**Figure 1
Location Map**

Legend

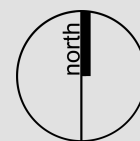
 Subject Lands

Date: July, 2022

Scale: 1:10,000

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Drawn: PL



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186105 Grey Rd 9
Township of Southgate
Grey County

Image Source:
- Grey County Air Photo 2020

301



Figure 2 Context Map

186105 Grey Rd 9
Township of Southgate
Grey County

LEGEND

- Subject Lands
- 1km Radius
- Water Streams
- Water Bodies
- Wetlands

Sources:
- Contains information licensed under the Open Government Licence – Grey County.

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DRAWN:	PL

Document Path: K:\22114A Grey RD Grey County\IPT\22114A.aprx

PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

3.0 DESCRIPTION OF PROPOSAL

The following is a review of the proposed development for 186105 Grey Road 9 in the Township of Southgate, Ontario.

3.1 Proposed Development

The development proposal includes the expansion of the existing agriculture related use, "Hopeville Precast Inc". Hopeville Precast Inc. is currently operated as a small scale industrial use, as permitted by the Township Official Plan. The small scale industrial use operates on the subject lands from an existing workshop and power room with a total area of 362 square metres combined with 750 square metres of outdoor storage of completed products. Consistent with the County Official Plan, as well as the general intent of the Township Official Plan, the scope of products sold at the site are those that are primarily agriculture-related. The business specializes in pre-cast agricultural concrete products such as precast penning for hog farms, hog slats, dairy slats, beef slats, and columns and beams for barns.



View of Hopeville Precast Inc. agricultural concrete products in use (Photos via hopevilleprecast.ca)

The existing site contains a single detached dwelling, a barn (with two silos), a drive shed, a precast shop and power room, an outdoor storage area for the precast concrete business, and two large fields used for agriculture. The existing precast shop and power room is proposed to remain in its current location with a 288m² addition constructed on the north side of the building (for a total building area of 650m²). The existing outdoor storage area for the precast concrete business is proposed to remain in its current location with an addition of 3,250m² on the north side of the storage area (for a total outdoor storage area of 4000m²). After

the expansion, the use would occupy a total area of 4,650m² (1.2% of the lot area). Please see the enclosed Site Plan (**Figure 3**).

The property has one existing driveway from Grey Road 9 that will continue to service the property including the expanded precast business and accompanying storage area. Truck traffic will not be impacted by the proposed development and will continue to be limited to 6 to 8 trucks per week to support the business through shipping and receiving.

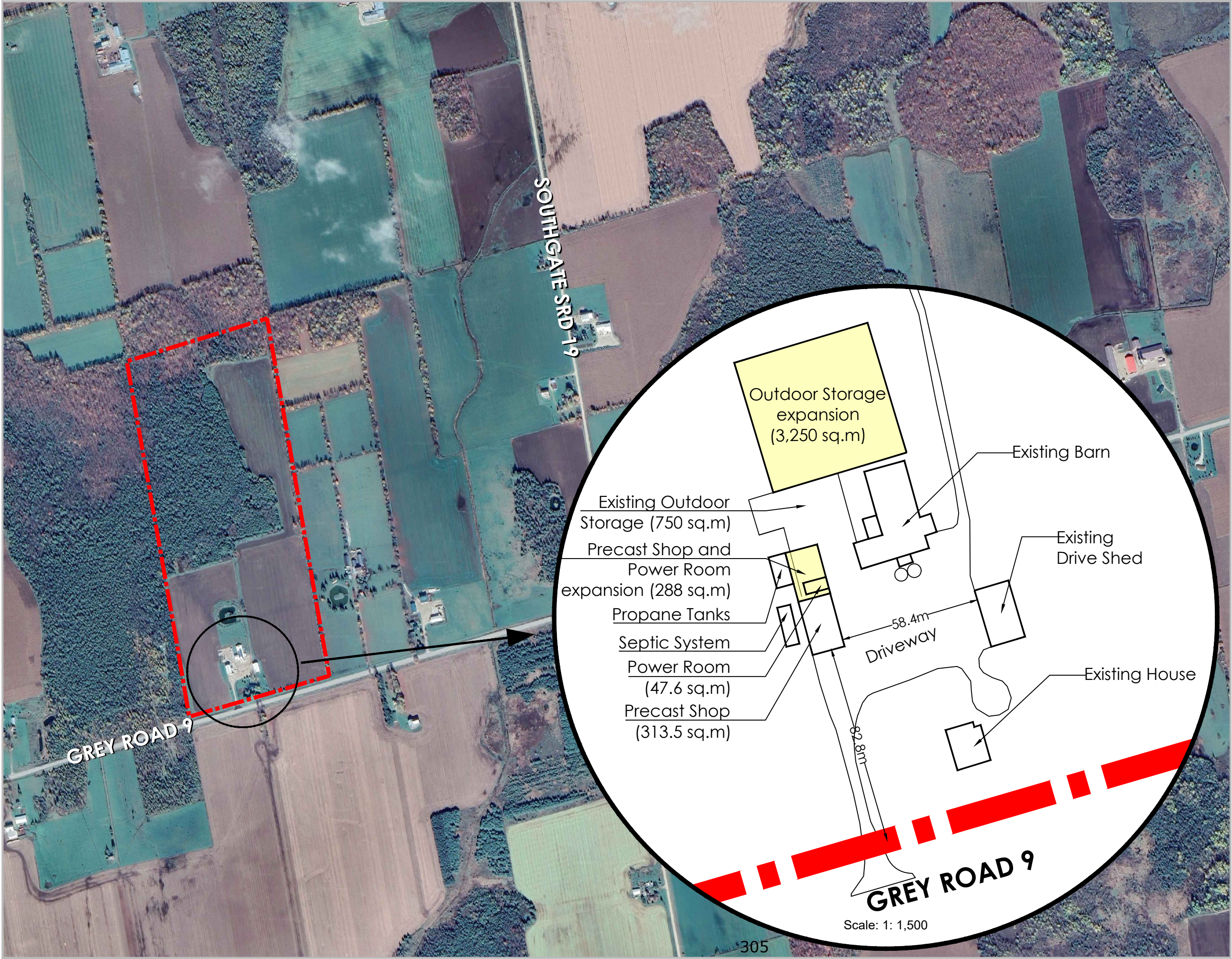


Figure 3
Concept Site Plan
186105 Grey Rd 9
Township of Southgate
Grey County

LEGEND

	Subject Lands
--	---------------

	Storage	Precast Shop & Power Room
Existing Area	750.0 m ²	361.1 m ² - Precast Shop: 313.5 m ² - Power Room: 47.6 m ²
Proposed Expansion Area	3,250.0 m ²	288.0 m ² (include Power Room)
Total Area	4,000.0 m ²	649.1 m ²

Note:
- Measurements for building setbacks and street frontage are in metres and only approximate.
- Source: Google Satellite Imagery

Date:	July 2022	
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K:\22114A GREY RD GREY COUNTY\RT\F_CONCEPT SITE PLAN.DWG

4.0 PLANNING ANALYSIS

This section of the report reviews the applicable land use policy framework as it applies to the subject lands and how the proposal is consistent with and/or conforms to, this framework.

4.1 Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) was issued by the Province of Ontario in accordance with Section 3 of the Planning Act. The 2020 PPS applies to all decisions regarding the exercise of any authority that affects a land use planning matter made on or after May 1st, 2020.

The PPS provides policy direction on matters of provincial interest related to land use planning and development and provides a vision for land use planning in Ontario that encourages the efficient use of land, resources and public investment in infrastructure and public service facilities. One of the key considerations of the PPS is that planning decisions '*shall be consistent*' with the Policy Statement. Below is a summary of applicable policies in the PPS followed by an analysis of the proposed development in the context of those policies.

Rural Areas in Municipalities (PPS Section 1.1.4)

Rural areas are a system of lands made up of rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resources and amenities. This policy also highlights the interdependent relationship between rural areas and urban areas in terms of markets and the foundation of a sustainable economy.

Section 1.1.4.1 states that healthy, integrated and viable rural areas should be supported by:

- a) *building upon rural character, and leveraging rural amenities and assets;*
- b) *promoting regeneration, including the redevelopment of brownfield sites;*
- c) *accommodating an appropriate range and mix of housing in rural settlement areas;*
- d) *encouraging the conservation and redevelopment of existing rural housing stock on rural lands;*
- e) *using rural infrastructure and public service facilities efficiently;*
- f) *promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*
- g) *providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*
- h) *conserving biodiversity and considering the ecological benefits provided by nature; and*
- i) *providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.*

Rural Lands in Municipalities (PPS Section 1.1.5)

Section 1.1.5.2 lists the permitted uses on *rural lands*, which include:

- a) *the management or use of resources;*
- b) *resource-based recreational uses (including recreational dwellings);*
- c) *residential development, including lot creation, that is locally appropriate;*

- d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;*
- e) *home occupations and home industries;*
- f) *cemeteries; and*
- g) *Other rural land uses.*

Agriculture (PPS Section 2.3)

Section 2.3.1 states that in prime agricultural areas, agricultural lands shall be protected for long-term use with specialty crop areas given the highest priority for protection, followed by classes 1, 2 and 3, and any associated class 4 through 7 lands. Section 2.3.3.1 lists permitted uses as agricultural uses, agriculture-related uses and on-farm diversified uses. Section 2.3.3.1 states: "Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives."

Definitions (PPS Section 6.0)

Section 6.0 of the PPS provides a definition of *Agriculture-related uses* as "those farm related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity."

Analysis

The existing agriculture-related use supplies pre-cast agricultural concrete products such as precast penning for hog farms, hog slats, dairy slats, beef slats, and columns and beams for barns to the broader agricultural community. The business directly supports farm operations in the area and benefits from being in close proximity to those existing farm operations. The intent of the planning applications is to permit a minor expansion of the existing business and to provide more outdoor storage area to allow for the stockpiling of products during the off-season (agricultural). The products are delivered to agricultural properties, and would continue to be delivered. The additional outdoor storage area provides the necessary space to store the products awaiting delivery.

The proposed expansion of the precast concrete business would not remove any lands from agricultural production and would be located behind the existing industrial building. Since the business supplies agricultural operations, sufficient outdoor storage is required to stockpile materials fabricated outside of the agricultural season to ensure an adequate supply for agricultural operations in their peak season. The expanded outdoor storage area would be located to the north of the existing storage area and would occupy a grassed area of the site to the rear of the existing barn. There remains other sufficient lands for cattle grazing on the site and none of the proposed outdoor storage area would impact the agricultural fields. The precast concrete business does not create any forms of nuisance that harm or hinder the continued operation of the surrounding agricultural properties.

The subject lands are identified as being located outside of the County's designated settlement areas and included in the County's Agricultural Lands as identified through Schedule A of the Grey County Official Plan. The proposed use of the subject lands for a small scale industrial use intended to support the agricultural community is consistent with the permissions for agriculture-related uses within Rural Areas in the PPS. Except for the minor expansion to the existing precast shop and power room, and the expansion to the outdoor storage area, no further changes to the site's uses and structures are proposed.

Based on the above, it is concluded that the proposed Township Official Plan and Zoning By-law Amendment is consistent with the Provincial Policy Statement.

4.2 Grey County Official Plan, 2019

The Grey County Official Plan (OP) provides high level policy direction for the area municipalities within the County, including the Township of Southgate. The following includes an assessment of the County's Official Plan as it relates to the subject lands and the proposed development.

The subject lands are designated Agricultural and Hazard Land on Schedule 'A' (Map 2) of the Grey County Official Plan, as shown on **Figure 4**.

Permitted uses in the Agricultural designation include *Agricultural-related uses*. The County's OP defines Agriculture-related uses as: "those farm-related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity."

The proposed precast concrete business directly relates to and supports farm operations in the area as it supplies agricultural products such as precast penning for hog farms, hog slats, dairy slats, beef slats, and columns and beams for barns as a primary activity. The location of the subject lands within the Township, in close proximity to multiple agricultural operations is important for the business as its close proximity to farm operations allows the business to directly supply products to farm operations. The proposed expansion will only occupy 1.2% of the lot area protecting agriculture as the primary and principal use of the property.

Section 5.2.2.14 of the County Official Plan requires that new agricultural-related uses shall be limited to uses that can be sustained by local service levels. Additionally, agricultural-related uses are not required to be limited in size; however, generally new lots in the Agricultural land use designation are required to be 40 hectares in size. The subject property is approximately 40 hectares in size and can be accessed from Grey Road 9. Truck traffic related to the shipping and receiving requirements of the business will not increase and will continue to be limited to 6 to 8 trucks per week. The existing and continued level of truck traffic associated with the pre-cast concrete business is not anticipated to have a significant impact on traffic generation. The agriculture-related use will benefit from being in close proximity to existing farming operations. Furthermore, the lot exists and no changes to the lot size or configuration are proposed as a result of the application.

The County Official Plan requires that when existing lots of record are re-developed, evidence of the site's suitability to provide adequate potable water supply and sanitary sewage treatment and disposal is required. The subject lands already contain existing services. The expansion to the existing industrial building and outdoor storage area will not result in any additional employees or any additional washroom facilities. As such, no expansions or changes to the existing private services are contemplated.

The County Official Plan identifies parts of the west and north-west portion of the subject lands as Hazard Lands as shown on **Figure 4** and the Saugeen Valley Conservation Authority (SVCA) identifies this area as screening area as shown in **Figure 5**. There is no development proposed in areas designated Hazard Land by the County or identified as screening area by the SVCA. The north-west portion of the subject lands are designated significant woodland as identified in Appendix B, Map 2 of the County Official Plan; however,

Section 7 only limits development within 120 metres of significant woodlands and the subject lands are over 120 metres from the woodland edge. Therefore, the location of the proposed development does not include any environmental constraints within the County of Grey's land use framework and SVCA review is not required.

Overall, the proposed development is ideally located to supply agriculture related supplies to local farmers and is consistent with the County's definition of an agricultural-related use. The proposed development will not create any servicing or traffic hazards as it fronts on an existing county road, which will not require any changes or upgrades. Finally, the area proposed for the minor expansion is not constrained by any environmental features identified in the County of Grey Official Plan. In summary, the proposed agriculture-related use conforms to the County Official Plan.



Figure 4
Grey County
Official Plan
Schedule A
 - Land Use Types

Legend

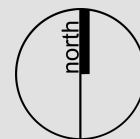
- Subject Lands
- Agricultural
- Hazard Lands
- Rural
- Provincially Significant Wetlands

Date: July, 2022

Scale: 1:20,000

File: 22114A

Drawn: PL



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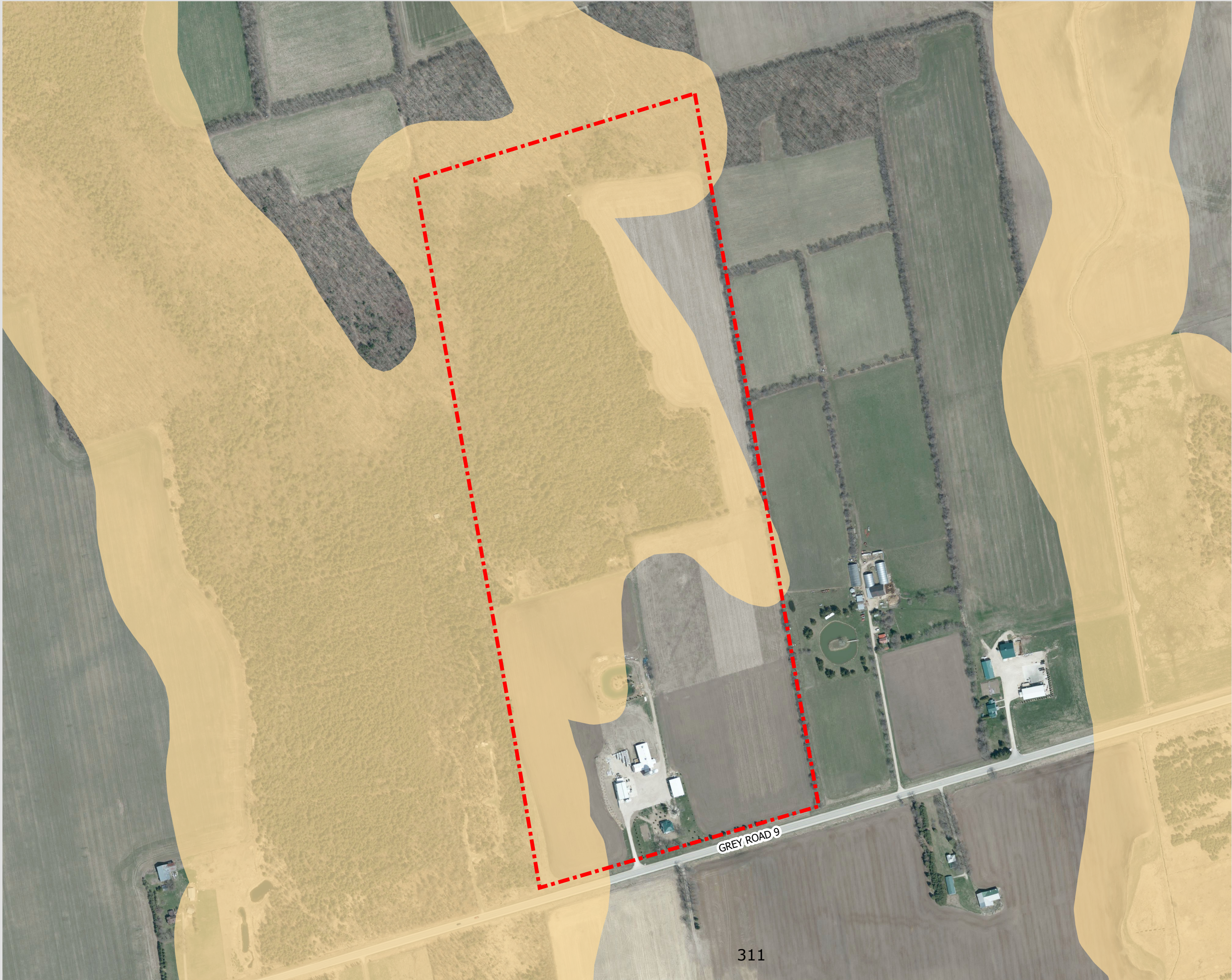




Figure 5
Saugeen Valley
Conservation Authority Map

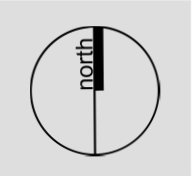
186105 Grey Rd 9
Township of Southgate
Grey County

LEGEND

-  Subject Lands
-  Approximate Screening Area

Sources:
- Contains information licensed under the Open Government Licence –
Grey County and Saugeen Valley Conservation. Authority

DATE:	July, 2022
FILE:	22114A
SCALE:	1:5,000
DRAWN:	PL



Document Path: K:\22114A Grey RD Grey County\IPT\22114A.aprx

4.3 Township of Southgate Official Plan

The Township of Southgate Official Plan represents the Township's vision for growth and change within the community. The Official Plan (OP) sets out principles, objectives and policies designed to direct the form, extent, nature and rate of growth and change within the Township to 2025. The following outlines the applicable Schedules as contained in the Official Plan:

- Schedule 'A' – Land Use
- Schedule 'B' – Transportation
- Schedule 'C' – Environmental Constraints

The Township of Southgate directs the majority of growth to the Township's urban community of Dundalk to protect agriculturally productive lands and the expansion of the agricultural industry.

The subject lands are identified as *Agriculture* and *Hazard Lands* on Schedule 'A' of the Township OP (see **Figure 6**). The subject lands are not identified as containing any Environmental Constraints as per Schedule 'C' of the OP. Grey Road 9 is identified as a County Highway on Schedule 'B' of the OP.

The Agriculture designation identifies lands that meet certain criteria and that are considered to be prime agricultural lands. Permitted uses include "small scale commercial or industrial uses directly supportive and related to the agricultural operation and required in close proximity to the farm operations in the area." Section 5.1.3. of the OP sets out 3 key development policies for Commercial and Industrial development on lands identified as *Agriculture*. More specifically, Section 5.1.3.5) states:

Commercial and industrial development must be supportive and related to the agricultural operation and located in close proximity to the farm operations in the area. In addition, buildings used for small scale commercial and industrial uses shall be located in close proximity (cluster) to the existing farm buildings on the property.

Section 5.1.3.6) of the Official Plan further states:

The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this Section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment.

In accordance with Section 5.1.3.5., the proposed use is permitted. While the subject lands are greater than 20 hectares in area (at approximately 40 hectares in area), the proposed development exceeds the permitted total area of 1250 m² (combined maximum structure size and outdoor storage space) for small scale industrial use within the Agriculture designation under Section 5.1.3.6). An Official Plan Amendment is required to permit an exception to the combined maximum structure size and outdoor storage space for industrial use – to specifically permit up to 4,650 m², including a maximum of 4,000 m² of outdoor storage.

A Special Policy Area is proposed to permit an exception to the maximum area permitted for a small scale industrial use. The remainder of the site's existing uses, including the portion that is actively farmed will not

be impacted. The expansion to the existing building will occur within an area that is not currently farmed. The expansion to the outdoor storage will occupy a grassed area of the site that is not required for cattle grazing and none of the proposed outdoor storage area would impact the agricultural fields.

The proposed expansion of the small scale industrial use on the lot will allow for the expansion of an agricultural related industrial use that provides products specifically to the agricultural community without impacting the farming operations in the area. After the expansion, the agricultural related use will occupy only 1.2% of the lot area, preserving the majority of the lands for agriculture. In our opinion, the Amendment to permit an exception to the maximum area permitted for a small scale industrial use is appropriate and represents good planning.

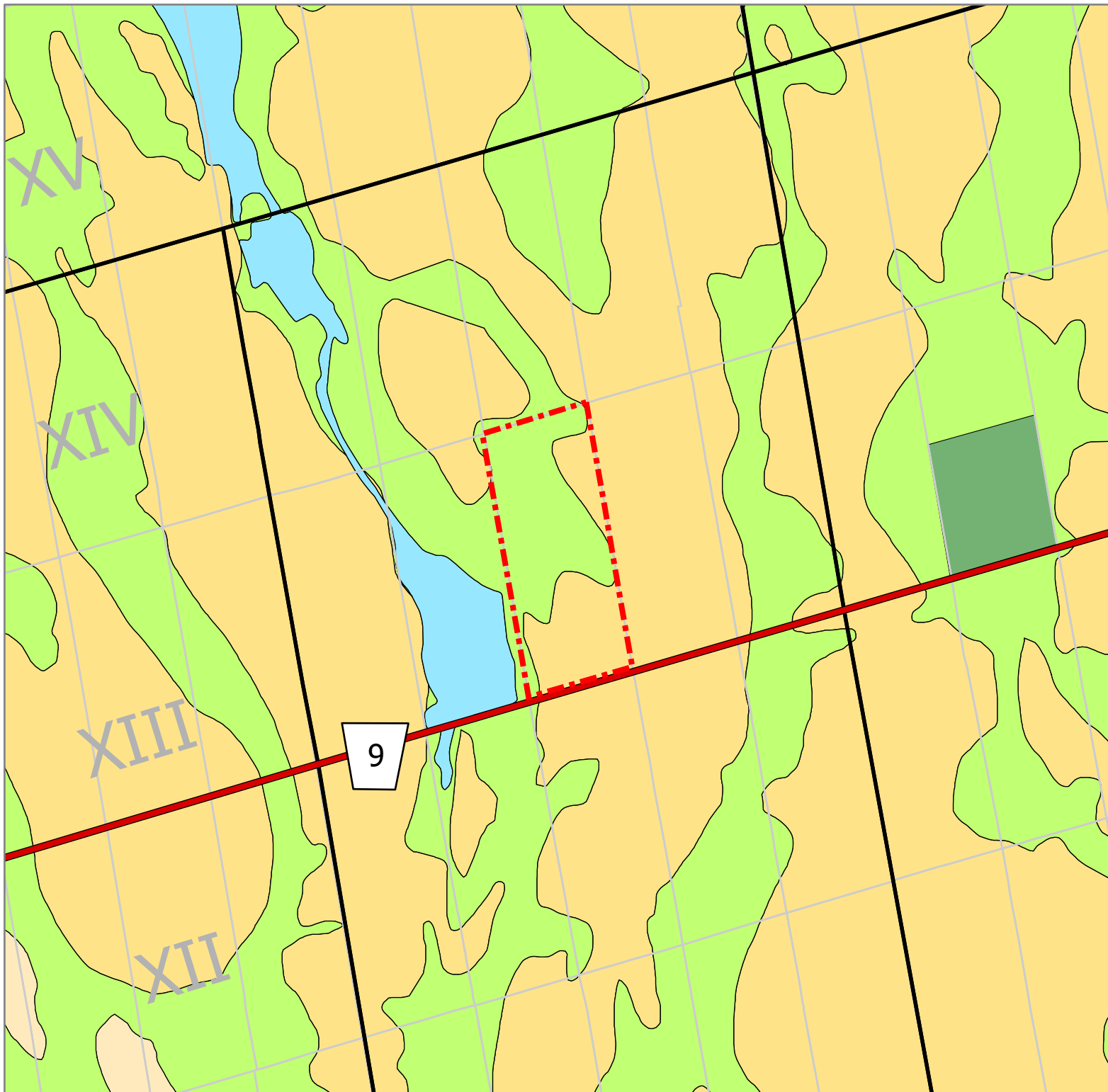


Figure 6
Township of
Southgate Official
Plan Schedule A
- Land Use

186105 Grey Rd 9
 Township of Southgate
 Grey County

Legend

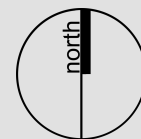
-  Subject Lands
-  Agriculture
-  Rural
-  Hazard Lands
-  Provincially Significant Wetland
-  Major Open Space

Date: July, 2022

Scale: 1:20,000

File: 22114A

Drawn: PL



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4.4 Township of Southgate Zoning By-law

The Township of Southgate Zoning By-law (19-2002) was approved in 1987 and regulates land uses throughout the City, implementing the Official Plan. The following section considers the existing zoning, as well as the most appropriate zone and any specific performance standards to ensure the coordinated development of the subject lands.

4.4.1 Current Zoning

As shown in **Figure 7**, the subject lands are currently zoned Agricultural (A1), Agricultural Exception 433 (A1-433), and Environmental Protection (EP). The Agricultural (A1) zone permits agricultural uses. The site specific regulations through the A1-433 zone permit a small scale industrial use, being a precast concrete forming and welding shop with office and power room. There is no development proposed on the EP zoned lands. The A1-433 zone limits the small scale industrial use to a total area of 1,150m² including the industrial buildings and outdoor storage area. As the expansion would increase the total area such that it is greater than 1,150 m², a Zoning Bylaw Amendment is required to permit the an increase from 1,150m² to 4,650m² (1.2% of the lot area).

The proposed use of the lands is not intended to change significantly from the current operation. The dwelling and accessory farm related buildings will remain and continue to be used, and the existing industrial building and outdoor storage area will also remain, with an expansion proposed as part of this application. As such, the preferred approach for the lands is to retain the existing A1 and EP zoning, and to amend the A1-433 exception zone to permit the expansion of the small scale industrial use. The remainder of the existing uses would continue to be permitted, and/or recognized under the existing zoning.

4.4.2 Proposed Site Specific Zoning

Within the Township of Southgate zoning by-law, the A1-433 zone captures the existing small scale industrial use but does not permit its proposed expansion. The proposed site specific zoning by-law amendment seeks to amend the A1-433 zone to allow the expansion of the industrial use on the lot, a precast concrete forming and welding shop with office and power room, and associated outdoor storage area from the maximum combined size of 1,150m² to 4,650m².

The existing A1-433 zone is proposed to be amended to permit the expansion of the small scale industrial use. The A1-433 agriculture exception zone permits the following:

Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-433 shall be subject to the following regulations in relation to an additional permitted use of a small scale industrial use, being a precast concrete forming and welding shop with office and power room.

- a. The use shall remain secondary to the principle use of the property, being an agricultural use.
- b. The maximum combined size of the precast concrete and welding shop, power room and office shall be 400m².
- c. The maximum size of all outdoor storage shall be 750m².
- d. All outside storage shall be screened from view by way of fencing or landscaped buffer.
- e. The shop shall be setback a minimum of 112m from the side lot line.

- f. The shop shall be setback a minimum of 75m from the front lot line along Grey Road 9.
- g. The maximum number of employees is limited to (5) persons plus the owner.

The site specific zoning would be amended and will continue to provide specific regulations for the development of the small-scale industrial use. The existing regulations in Exception 33-433 related to principle use, screening, side lot line setback, front lot line setback, and maximum number of employees (regulations a. and d.-g.) shall be applied to the proposed site specific zoning (i.e. it would not change). The agricultural use will remain the principle use of the property, the outdoor storage will be screened from view by way of fencing or landscaped buffer, the shop shall be setback a minimum of 112m from the side lot line and 75m from the front lot line along Grey Road 9, and the maximum number of employees will remain limited to (5) persons plus the owner. To permit the proposed expansion to the small-scale industrial use, the proposed amendment to the A1-433 zone will permit an increased maximum combined size of the precast concrete and welding shop, power room and office to a total of 650 m² and the maximum size of all outdoor storage to a total of 4000 m². The proposed amendment would also apply a site specific parking standard of 1 space per employee.

The proposed development, including the existing dwelling, agricultural operation and the expanded agriculture-related industrial use, will maintain the land base for agriculture while supporting a thriving agricultural industry and rural economy. The proposed development does not create high levels of traffic or nuisance for neighbouring agricultural land uses and can be sustained by rural service levels.

The proposed amendment is outlined below:

33.433	A1-433	<p>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-433 shall be subject to the following regulations in relation to an additional permitted use of a small scale industrial use, being a precast concrete forming and welding shop with office and power room.</p> <ul style="list-style-type: none"> a. The use shall remain secondary to the principle use of the property, being an agricultural use. b. The maximum combined size of the precast concrete and welding shop, power room and office shall be 650m². c. The maximum size of all outdoor storage shall be 4,000m². d. All outside storage shall be screened from view by way of fencing or landscaped buffer. e. The shop shall be setback a minimum of 112m from the side lot line. f. The shop shall be setback a minimum of 75m from the front lot line along Grey Road 9. g. The maximum number of employees is limited to (5) persons plus the owner. h. A minimum of one (1) parking space per employee shall be provided for the use.
--------	--------	---

The amended site specific exception will allow the property to continue to function with both an agriculture-related industrial use and the existing residential and agriculture use. The existing and proposed expansion of the small-scale industrial use on the site will allow the property to continue to form part of the Agricultural land base, while allowing an agricultural-related industrial use that supports the agricultural operations in the surrounding area.

4.4.3 Zoning By-law Amendment Summary

The proposed Zoning By-law Amendment implements the overall intent of the Official Plan and the specific policies proposed for the subject lands – by permitting the expansion of an agriculture related small scale industrial use that supplies products to the broader agricultural community. The Zoning By-law Amendment application proposes to rezone the subject lands from A1-433 (Agricultural, exception 33-433) to A1-433, with additional site specific provisions to permit the expansion of the agriculture-related industrial business.

Overall, the proposed amendment and site specific provisions will ensure the development is designed to respect the surrounding Agricultural land uses, while allowing an agriculture related use that supplies products to the broader agricultural community.

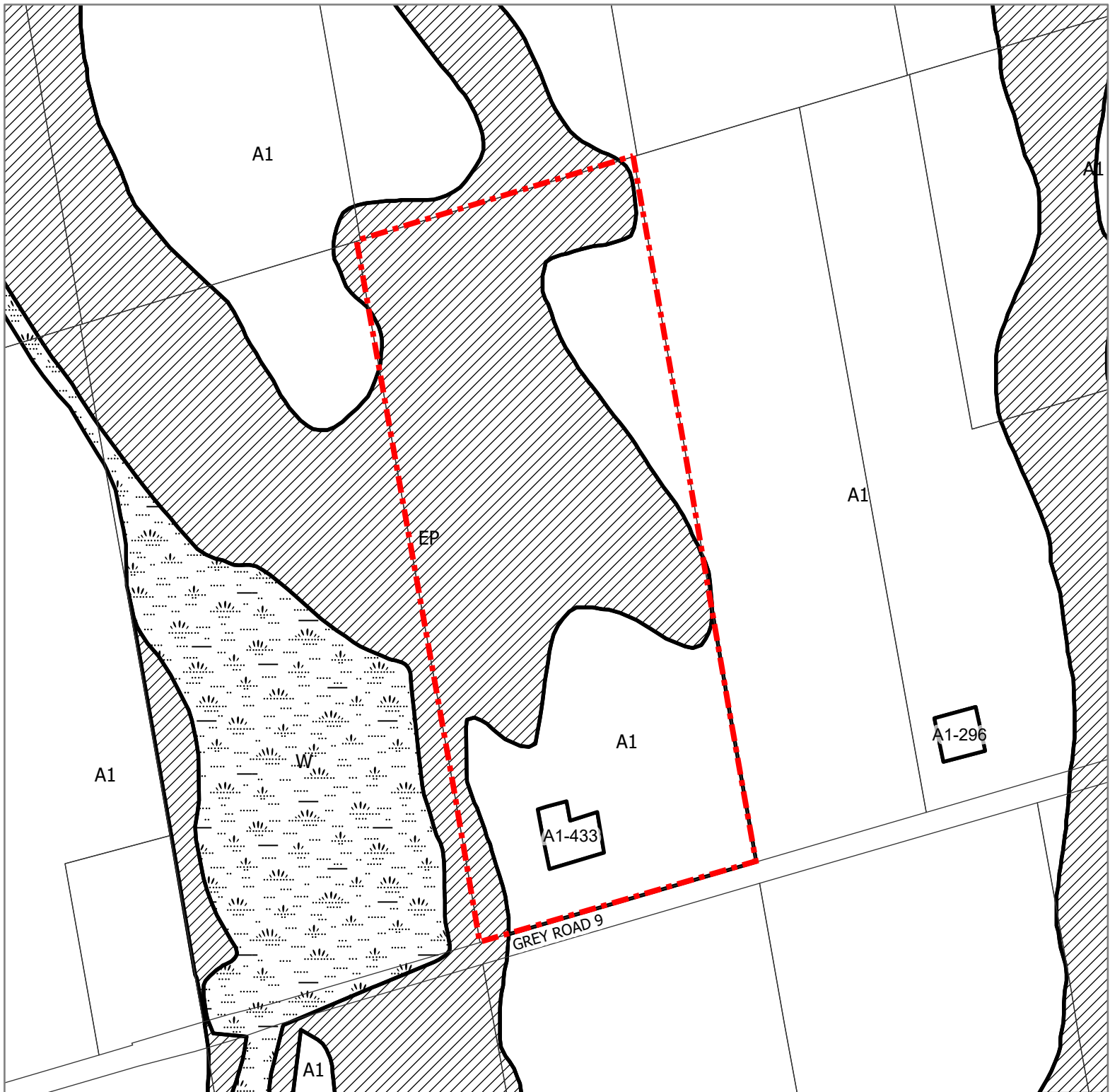


Figure 7
Township of
Southgate Zoning
By-Law

Legend

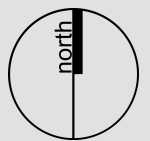
-  Subject Lands
-  A1 Agricultural
-  W Wetland Protection
-  EP Environmental Protection

Date: July, 2022

Scale: 1:7,500

File: 22114A

Drawn: PL



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5.0 PUBLIC CONSULTATION STRATEGY

The Planning Act (specifically O. Reg 545/06) requires that applicants submit a proposed strategy for consulting with the public with respect to an application as part of the ‘complete’ application requirements. This section summarizes the proposed Public Consultation Strategy.

We propose that the public consultation process for the Official Plan and Zoning By-law Amendment applications exceed the Planning Act statutory requirements. The following points of public consultation are proposed:

- Public notice on site – sign posted on the property
- Notice of complete application provided to surrounding property owners
- A (statutory) Public Meeting held as part of a Council Meeting, hosted by the Township.
- A written response to comments raised through the public consultation process will be provided to Township Staff for their review and consideration in the preparation of a Township Staff Report.
- Preparation of a Township Staff Report, with the Report to be available to the public in advance of Township Council’s decision regarding the application.

The consultation strategy proposed will provide members of the public with opportunities to review, understand, and comment on the proposed Official Plan and Zoning By-law Amendment applications. The consultation strategy will be coordinated with Township Staff.

6.0 CONCLUSION

This Planning Justification Report concludes that the proposed Official Plan and Zoning By-law Amendment application for 186105 Grey Road 9, Dundalk to permit a small scale agriculture-related industrial use represents good planning for the following reasons:

1. The proposal is consistent with the *Provincial Policy Statement, 2020*. The proposed development falls under the definition of an *Agriculture-related use*, supports the surrounding agricultural land uses, and will not create any forms of nuisance that would negatively impact the surrounding rural and agricultural land uses.
2. The proposed development conforms to the *Grey County Official Plan*. The proposed development meets the County's definition of an Agriculture-related use and will help support the farming community in the County. The proposed minor expansion to the existing use will continue to be accessed from Grey Road 9 and is not anticipated to produce any traffic or servicing issues.
3. The proposed Official Plan Amendment (OPA) is consistent with the intent of the Township's Official Plan. The lands are proposed to be designated Agriculture with a Special Policy. The proposed OPA will recognize that the proposed expansion extends the area for agriculture-related small scale industrial use beyond the maximum area permitted and will provide a Special Policy to permit this expansion and ensure an appropriate balance of Agriculture and agriculture-related uses on the site.
4. The proposed Zoning By-law Amendment is intended to implement the OPA, and the applicable policies relating to agriculture-related uses. The Amendment represents an expansion of an existing permitted use. The proposed A1-433 exemption zone will permit the proposed expanded use and apply appropriate regulations. No additional employees are proposed as part of the new development. The proposed site specific provisions are appropriate based on the surrounding context and the existing uses on the subject lands.
5. The expansion does not increase the number of employees or result in new washrooms or other fixtures. In this regard, the existing services are adequate for the development.

Respectfully submitted,

MHBC

Appendix A – Draft Official Plan Amendment

AMENDMENT NO. ____

TO THE TOWNSHIP OF SOUTHGATE

OFFICIAL PLAN

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NO. 2022-_____

Being a by-law to adopt Amendment No._____ to the Township of Southgate Official Plan affecting the lands described as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate.

The Council of the Township of Southgate, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. Amendment No. ____ to the Township of Southgate Official Plan is hereby adopted.
2. This Official Plan Amendment shall come into force and take effect on the day of approval by the County of Grey, subject to the provisions of the Planning Act.

Enacted and passed this _____ day of _____, 2022.

Mayor

Clerk

Amendment No. ____
to the
Township of Southgate Official Plan

Index

Part A – The Preamble

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

Part B – The Amendment

The Amendment describes the changes and/or modifications to the Township of Southgate Official Plan which constitutes Official Plan Amendment Number ____.

Part C – The Appendices

The Appendices attached hereto do not constitute part of this amendment. These Appendices contain background data, planning considerations and public involvement associated with this amendment.

PART A – THE PREAMBLE

1. Purpose of the Amendment:

The purpose of the Amendment is to amend Schedule “A” of the Township of Southgate Official Plan – Land Use, to apply a Special Policy Area to the lands municipally known as 186105 Grey Road 9 and legally described as Lot 25, Concession 13 (in the former Township of Proton) in the Township of Southgate from ‘Agriculture’ to ‘Agriculture with Exceptions’, as shown on Schedule A.

2. Location:

The lands subject to this Amendment are municipally known as 186105 Grey Road 9 and legally as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate. The subject lands have a total area of approximately 40 hectares (99 acres), with approximately 400 metres of frontage on Grey Road 9.

3. Basis:

The purpose of this Official Plan Amendment is to apply a Special Policy Area to the subject lands to permit the development of a small scale industrial use with a maximum combined area of 4,650 square metres.

The development will support the surrounding Agricultural land uses and will promote diversification of the Agricultural land base.

3.1 Provincial Policy Statement, 2020

The Provincial Policy statement was reviewed in relation to the subject application with a focus on the following sections:

Section 1.1.4 Rural Areas in Municipalities

Section 1.1.5 Rural Lands in Municipalities

Section 2.3 Agriculture

The proposed development will encourage economic activity in a rural area through the development of an Agriculture-related use that is compatible with and will not hinder surrounding agricultural operations.

The proposed development is consistent with the Provincial Policy Statement.

3.2 Official Plan of the County of Grey, 2019

The subject lands are designated ‘Agricultural’ and ‘Hazard Land’ within Schedule ‘A’ (Map 2) in the County of Grey Official Plan. The Agricultural section of the Official Plan allows for Agricultural related uses, provided the use directly relates to farm operations in the area and provides products or services directly to farm operations as a primary activity. The proposed development will provide products directly to local farm operations and these products directly relate to farm operations.

The proposed development does not affect the area of the subject lands designated 'Hazard Land'.

The proposed development conforms to the policies of the County Official Plan.

3.3 Township of Southgate Official Plan, 2006 Consolidation

The subject lands are designated 'Agriculture' and 'Hazard Lands' in the Township Official Plan. Through the proposed Official Plan Amendment, a Special Policy Area will apply to the property to permit a small scale industrial use with a maximum combined area of 4,650 square metres.

The maximum combined area for a small scale industrial use is 1,250 square metres in order to ensure that the small scale industrial business remains secondary to the primary use of the lot being a productive farming operation. Additionally, the Plan directs that all buildings on an Agriculture lot are to be located in a cluster with existing farm buildings on the site.

The proposed development will not reduce the farmed area of land on the subject property and all buildings on the property will be located in the existing cluster on the western side of the property. The lands are suitably sized to accommodate the use, and associated outdoor storage and parking without impacting the agricultural area of the lands.

The proposed development meets the intent of the Official Plan, and the Special Policy Area to permit a small scale industrial use with a building footprint of 650 square metres and a maximum outdoor storage area of 4,000 square metres (4,650 square metres combined) is appropriate for the subject lands.

The proposed development does not affect the area of the subject lands designated 'Hazard Lands'.

PART B – THE AMENDMENT

All of this part of the document entitled **Part B – The Amendment**, consisting of the following text and schedule map constitutes Amendment No.____ to the Township of Southgate Official Plan.

DETAILS OF THE AMENDMENT

The Township of Southgate Official Plan, as amended, is hereby further amended as follows:

1. **That** Schedule “A” to the Township of Southgate Official Plan, as amended, is hereby further amended by applying Special Policy Area No.____ to the lands municipally known as 186105 Grey Road 9, legally known as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate, as shown on Schedule ‘A’ attached hereto and forming part of this Amendment.
2. Special Policy Area No____ permits the development of a small scale industrial use on the lands, with a maximum building footprint of 650 square metres and a maximum outdoor storage area of 4,000 square metres. The small scale industrial use, and the related performance standards, shall be implemented through the Zoning By-law.

Schedule A

Amendment No

To the Township of Southgate Official Plan

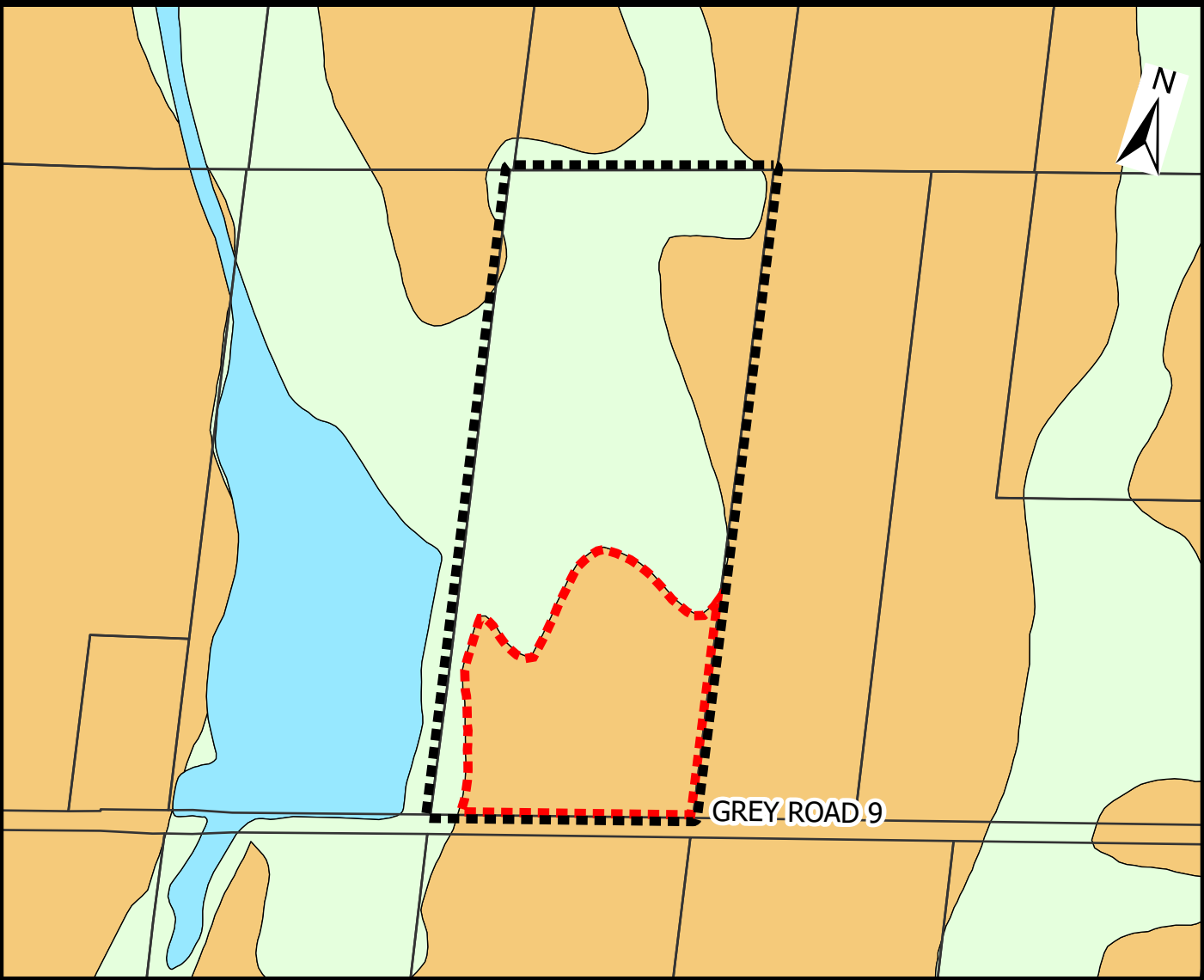
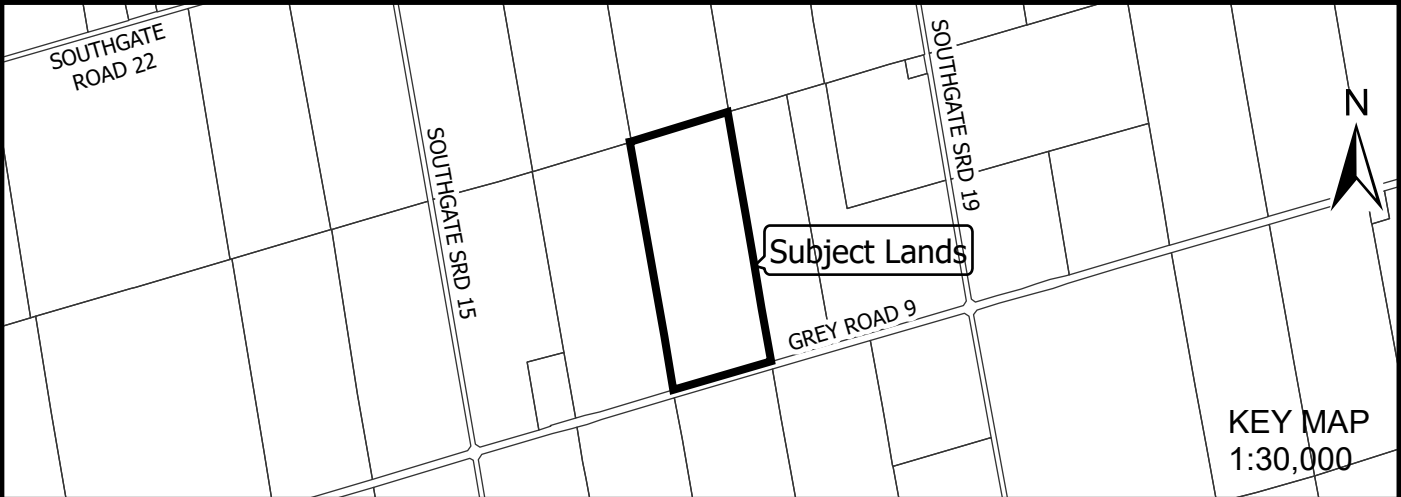
Adopted by the Corporation of the Township of Southgate on

Date: _____

Signed: _____

John Woodbury, Mayor

Lindsay Green, Clerk



LEGEND



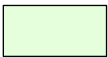
Lands Subject to Amendment



Lands to be redesignated to Site Specific Agricultural



Agriculture



Hazard Lands



Provincially Significant Wetland

Appendix B – Draft Zoning By-law Amendment

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2022- ____

"A By-law of the Corporation of the Township of Southgate to amend the Zoning By-law No. 19-2002 to add new regulations to the lands described as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate

WHEREAS the Council of the Corporation of the Township of Southgate has received an application to amend the Zoning By-law for Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate; and,

WHEREAS the Council of the Corporation of the Township of Southgate has reviewed a recommendation to amend the Zoning By-law and has approved the recommendation; and

WHEREAS authority is granted pursuant to section 34 of the Planning Act, R.S.O. 1990 to enact such amendments;

NOW THEREFORE Zoning By-law No. 19-2002, is hereby amended as follows:

1. Schedule "42" to Zoning By-law No. 19-2002, is hereby further amended by adding new exceptions to the existing Agricultural Exception 433 (A1-433) zone for the lands described as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate as shown on Schedule 'A' attached hereto, and Schedule 'A' attached hereto forms part of this By-law.
2. That section 33.433 is replaced with the following:

Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-433 shall be subject to the following regulations in relation to an additional permitted use of a small scale industrial use, being a precast concrete forming and welding shop with office and power room.

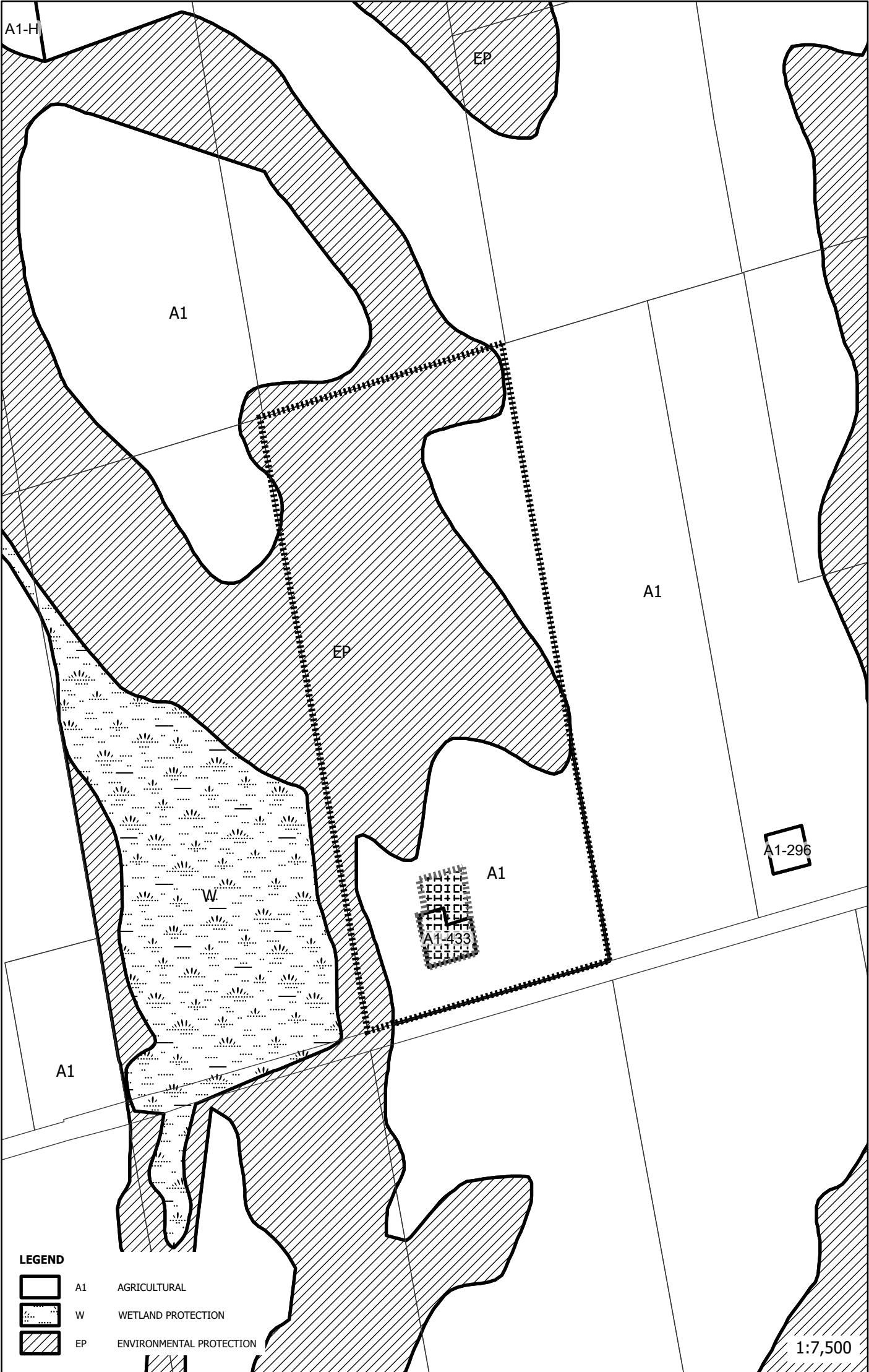
- a) The use shall remain secondary to the principle use of the property, being an agricultural use.
 - b) The maximum combined size of the precast concrete and welding shop, power room and office shall be 650m².
 - c) The maximum size of all outdoor storage shall be 4,000m².
 - d) All outside storage shall be screened from view by way of fencing or landscaped buffer.
 - e) The shop shall be setback a minimum of 112m from the side lot line.
 - f) The shop shall be setback a minimum of 75m from the front lot line along Grey Road 9.
 - g) The maximum number of employees is limited to (5) persons plus the owner.
 - h) A minimum of one (1) parking space per employee shall be provided for the use.
3. This By-law shall take force and come into effect pursuant to the provisions and regulations made under the Planning Act, R.S.O. 1990, c.P.13.


BY-LAW read a **FIRST, SECOND,** and **THIRD** time and finally **PASSED** this _____ day of _____ 2021.

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE


MAYOR

CLERK





SUBJECT LANDS

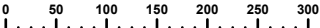


LANDS TO BE REZONED FROM
AGRICULTURAL(A1 AND A1-433) TO
AGRICULTURAL(A1-433)

SCHEDULE "A"

ZONING BY-LAW AMENDMENT


186105 Grey Rd 9
Township of Southgate



0 50 100 150 200 250 300

Source: Township of Southgate Zoning By-law Schedule 15

Note: Information shown is approximate and subject to change.



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

Date: July, 21 2022	Drawn By: PL
File:	

November 10, 2022

Clinton Stredwick, Municipal Planner
Township of Southgate Planning Department
185667 Grey County Road 9
Dundalk, ON NoC 1B0

Dear Mr. Stredwick:

**RE: Application for Official Plan Amendment and Zoning By-law Amendment
186105 Grey Road 9 RR1, Southgate
OUR FILE 22114A**

On behalf of our client, David Bauman, we are pleased to submit a response to comments letter, regarding the proposed Official Plan and Zoning By-law Amendment Applications on the lands municipally known as 186105 Grey Road 9 RR1, Southgate.

Since submitting the Official Plan and Zoning Bylaw Amendment application, comments have been received from agencies and a Public Meeting was held where comments and questions were raised by Council. A response to comments and questions raised through the consultation process is included below.

County of Grey

"County Transportation Services have reviewed the subject application and indicate that a commercial entrance permit is required to update the existing entrance."

The owner has been informed of the need for a commercial entrance. A commercial entrance permit will be secured as part of site plan approval process.

"Provided that D-6 Guidelines can be met, County Planning staff have no concerns with the subject applications."

The intent of the Provincial D-6 guidelines is to prevent or minimize land use issues due to encroachment of sensitive land use (i.e. residential) and industrial land uses on each other. The D-6 guidelines have been considered for the proposed small scale industrial use. The proposed zoning

permits a small scale industrial use that is limited in size and scale. In this case, the use already exists – the Official Plan and Zoning Bylaw Amendment proposes a minor expansion to the building and the expansion of the existing outdoor storage area, where finished products are stored before they are delivered to customers.

The D-6 Guidelines outlines the following recommended minimum distance separation requirements:

- 20 metres from a Class I Industrial Use
- 70 metres from a Class II Industrial Use
- 300 metres from a Class III Industrial Use

A Class II Industrial Facility is defined as a place of business for medium scale processing and manufacturing with outdoor storage of wastes or materials (i.e. it has an open process) and/or there are periodic outputs of minor annoyance. There are occasional outputs of either point source or fugitive emissions for any of the following: noise, odor, dust and/or vibration, and low probability of fugitive emissions. Shift operations are permitted and there is frequent movement of products and/or heavy trucks during daytime hours.

The small scale industrial use will not include shift operations or frequent movement of heavy trucks, but does include outside storage and a medium level of production. The existing and expanded operation and the proposed outdoor storage area are more than 300 metres from the nearest residential dwelling located on the farm to the east.

Furthermore, a minimum distance of 70 metres between the boundaries of the A1-433 site specific zone and the lot boundary is achieved in all cases. As such, a distance of over 70 metres is met between the small scale industrial use and the adjacent agricultural lands.

The D-6 Guidelines have been considered in context of the industrial use and separation from sensitive uses and the draft Zoning By-law Amendment proposes to provide adequate distance between proposed industrial use and the boundary of the subject lands to the east.

Saugeen Valley Conservation Authority

"It has come to the attention of SVCA staff that habitat of endangered species and threatened species may be located on and/or adjacent to the property. The SVCA role is to identify habitat through a screening process in consideration of the PPS and local policies, however, it is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS and the local policies have been appropriately addressed. Please contact the Ministry of Environment, Conservation and Parks (MECP) for information on how to address this policy. MECP inquiries can be addressed to SAROntario@ontario.ca."

In accordance with the SVCA comments, we reached out to the MECP to confirm that the proposed application and development is undertaken in accordance with the provincial and local endangered species and threatened species policy. The following response was received from MECP staff:

"Having the land rezoned is not an activity that is subject to the ESA. For any activities that the proponent/owner is proposing on the property after it has been rezoned (development, construction, etc.), we advise that they have a qualified professional (i.e. an environmental consultant) complete the screening to determine the presence or potential impacts to species in the area. We ask that they submit the completed screening to SAROntario@ontario.ca for review, once it has been reviewed, a biologist will reach out directly with further guidance. The Screening Guidelines have been attached to this email.

Please include details of the project to help inform the guidance necessary for the project when the screening is submitted.

- *Site location of where the activities are to take place (e.g. GPS coordinates, Latitude and Longitude coordinates);*
- *Presence/absence and location of species at risk species and/or species at risk habitat on or near the proposed site;*
- *Details of the activities ;*
- *Type of activities planned (e.g. site clearing, quarrying, etc.);*
- *Timing for all planned activities;*
- *Contact information."*

In accordance with the comments above, a screening form will be prepared as part of the future site plan application. No further action is required at this time.

Township Council Comments

Seepage of stored concrete is a concern, should the storage area be paved to reduce seepage from the concrete products?

Various studies have been reviewed which examine concrete leaching (Lagerblad, 2001; Townsend, 1998; Sedecki et al., 1996). These studies conclude that concrete does not leach any harmful elements and the components of concrete are slow to dissolve, resulting in less than 10mm of leaching over a 100 year period (Lagerblad, 2001). Possible impacts on the ground water system are only a concern in areas with high groundwater sensitivity, and the subject lands are not located in a Well Head Protection Area (Sedecki et al., 1996). Dissolution of concrete by water is not harmful, and it is often used for drinking water reservoirs (Townsend, 1998).

Based on the research noted above, leaching as a result of the storage of concrete products on the subject lands is not an environmental concern.

Why is this an agricultural related use, rather than on-farm diversified use?

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas Publication 851, defines agriculture-related uses and on-farm diversified uses as follows:

- "Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations and provide direct products and/or services to farm operations as a primary activity."
- "On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products."

A detailed description of the justification for the agriculture related use in the context of the County of Grey Official Plan is included in section 4.2 of the Planning Justification Report prepared by MHBC.

The proposed precast concrete business directly relates to and supports farm operations in the area as it supplies agricultural products such as precast penning for hog farms, hog slats, dairy slats, beef slats, and columns and beams for barns as a primary activity. The location of the subject lands within the Township, in close proximity to multiple agricultural operations is important for the business as its close proximity to farm operations allows the business to directly supply products to farm operations. The proposed expansion will only occupy 1.2% of the lot area protecting agriculture as the primary and principal use of the property. The precast concrete businesses role in supporting other farms in the area is the key factor which makes this use an agriculture-related use, rather than an on-farm diversified use.

Is such a big expansion of outdoor storage appropriate and will it be screened?

The outdoor storage area is located a significant distance from the road and will be screened using fencing and existing buildings. The proposed storage area is behind existing buildings in the existing farm building cluster and will not remove any lands from agricultural production. The total site area used for the buildings associated with the pre-cast concrete business and outdoor storage is equivalent to 1.2% of the total lot area, which is less than the 2% maximum recommended size for on-farm diversified uses, referenced in Ontario Publication 851, and the Grey County Official Plan. Based on the proposed screening and the percent of lot area used for the small scale industrial use, including associated outdoor storage, the proposed outdoor storage area is appropriate for the subject lands.

We thank you for considering this additional information. Please do not hesitate to contact the undersigned should you have any questions or concerns.

Yours truly,
MHBC



Trevor Hawkins, M.PL, MCIP, RPP
Partner



Aleah Clarke, BES
Intermediate Planner

cc. *David Bauman*

Sources

Lagerblad, B., "Leaching performance of concrete based on studies of samples from old concrete constructions", Svensk Kärnbränslehantering AB Swedish Nuclear Fuel and Waste Management Co., Stockholm, Sweden, Rep. TR-01-27, 2001.

Sedecki, R.W., Busacker, G. P. , Moxness, K. L. , Faruq, K. C. , and Allen, L. G., "An investigation of water quality in runoff from stockpiles of salvaged concrete and bituminous paving", Minnesota Department of Transportation, St. Paul, Minnesota, USA, Rep. 96-31, 1996.

Townsend, T. G., "Leaching characteristics of asphalt road waste", Florida Centre for Solid Waste and Hazardous Waste Management, Gainesville, Florida, USA, Rep. 98-2, 1998.

Amendment No. 2
to the Township of Southgate
Official Plan

HOPEVILLE PRECAST INC.
Lot 25, Concession 13
(geographic Township of Proton) in the Township of Southgate

(Related Planning Application – Township of Southgate
Zoning By-law Amendment File C13/22)

DECEMBER 2022

The Corporation of the Township of Southgate

By-law 2022-175

Being a by-law to adopt Amendment No. 2 to the Township of Southgate Official Plan affecting the lands described as Lot 25, Concession 13 (geographic Township of Proton) in the Township of Southgate.

The Council of the Township of Southgate, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. Amendment No. 2 to the Township of Southgate Official Plan is hereby adopted.
2. This by-law shall come into force and take effect on the day of approval by the County of Grey.

Enacted and passed this 21st day of December, 2022.

Brian Milne, Mayor

Lindsey Green, Clerk

**Amendment No. 2
to the
Township of Southgate Official Plan**

Index

Part A – The Preamble

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

Part B – The Amendment

The Amendment describes the changes and/or modifications to the Township of Southgate Official Plan which constitutes Official Plan Amendment Number 2.

Part C – The Appendices

The Appendices attached hereto do not constitute part of this amendment. These Appendices contain background data, planning considerations and public involvement associated with this amendment.

PART A – THE PREAMBLE

1. Purpose of the Amendment:

The purpose of the Amendment is to amend Schedule “A” of the Township of Southgate Official Plan – Land Use, to apply a Special Policy Area to the lands municipally known as 186105 Grey Road 9 and legally described as Lot 25, Concession 13 (in the former Township of Proton) in the Township of Southgate from ‘Agriculture’ to ‘Agriculture with Exceptions’, as shown on Schedule A.

2. Location:

The lands subject to this Amendment are municipally known as 186105 Grey Road 9 and legally as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate. The subject lands have a total area of approximately 40 hectares (99 acres), with approximately 400 metres of frontage on Grey Road 9.

3. Basis:

The purpose of this Official Plan Amendment is to apply a Special Policy Area to the subject lands to permit the development of a small scale industrial use with a maximum combined area of 4,650 square metres.

The development will support the surrounding Agricultural land uses and will promote diversification of the Agricultural land base.

3.1 Provincial Policy Statement, 2020

The Provincial Policy statement was reviewed in relation to the subject application with a focus on the following sections:

Section 1.1.4 Rural Areas in Municipalities

Section 1.1.5 Rural Lands in Municipalities

Section 2.3 Agriculture

The proposed development will encourage economic activity in a rural area through the development of an Agriculture-related use that is compatible with and will not hinder surrounding agricultural operations.

The proposed development is consistent with the Provincial Policy Statement.

3.2 Official Plan of the County of Grey, 2019

The subject lands are designated 'Agricultural' and 'Hazard Land' within Schedule 'A' (Map 2) in the County of Grey Official Plan. The Agricultural section of the Official Plan allows for Agricultural related uses, provided the use directly relates to farm operations in the area and provides products or services directly to farm operations as a primary activity. The proposed development will provide products directly to local farm operations and these products directly relate to farm operations.

The proposed development does not affect the area of the subject lands designated 'Hazard Land'.

The proposed development conforms to the policies of the County Official Plan.

3.3 Township of Southgate Official Plan, 2006 Consolidation

The subject lands are designated 'Agriculture' and 'Hazard Lands' in the Township Official Plan. Through the proposed Official Plan Amendment, a Special Policy Area will apply to the property to permit a small scale industrial use with a maximum combined area of 4,650 square metres.

The maximum combined area for a small scale industrial use is 1,250 square metres in order to ensure that the small scale industrial business remains secondary to the primary use of the lot being a productive farming operation. Additionally, the Plan directs that all buildings on an Agriculture lot are to be located in a cluster with existing farm buildings on the site.

The proposed development will not reduce the farmed area of land on the subject property and all buildings on the property will be located in the existing cluster on the western side of the property. The lands are suitably sized to accommodate the use, and associated outdoor storage and parking without impacting the agricultural area of the lands.

The proposed development meets the intent of the Official Plan, and the Special Policy Area to permit a small scale industrial use with a building footprint of 650 square metres and a maximum outdoor storage area of 4,000 square metres (4,650 square metres combined) is appropriate for the subject lands.

The proposed development does not affect the area of the subject lands designated 'Hazard Lands'.

PART B – THE AMENDMENT

All of this part of the document entitled Part B – The Amendment, consisting of the following text and schedule map constitutes Amendment No.2 to the Township of Southgate Official Plan.

DETAILS OF THE AMENDMENT

The Township of Southgate Official Plan, as amended, is hereby further amended as follows:

1. That Schedule "A" to the Township of Southgate Official Plan, as amended, is hereby further amended by applying Special Policy Area No.2 to the lands municipally known as 186105 Grey Road 9, legally known as Lot 25, Concession 13, (in the former Township of Proton) in the Township of Southgate, as shown on Schedule 'A' attached hereto and forming part of this Amendment.
2. Special Policy Area No 2 permits the development of a small scale industrial use on the lands, with a maximum building footprint of 650 square metres and a maximum outdoor storage area of 4,000 square metres. The small scale industrial use, and the related performance standards, shall be implemented through the Zoning By-law.

Schedule A-1

Amendment No 02

To the Township of Southgate Official Plan

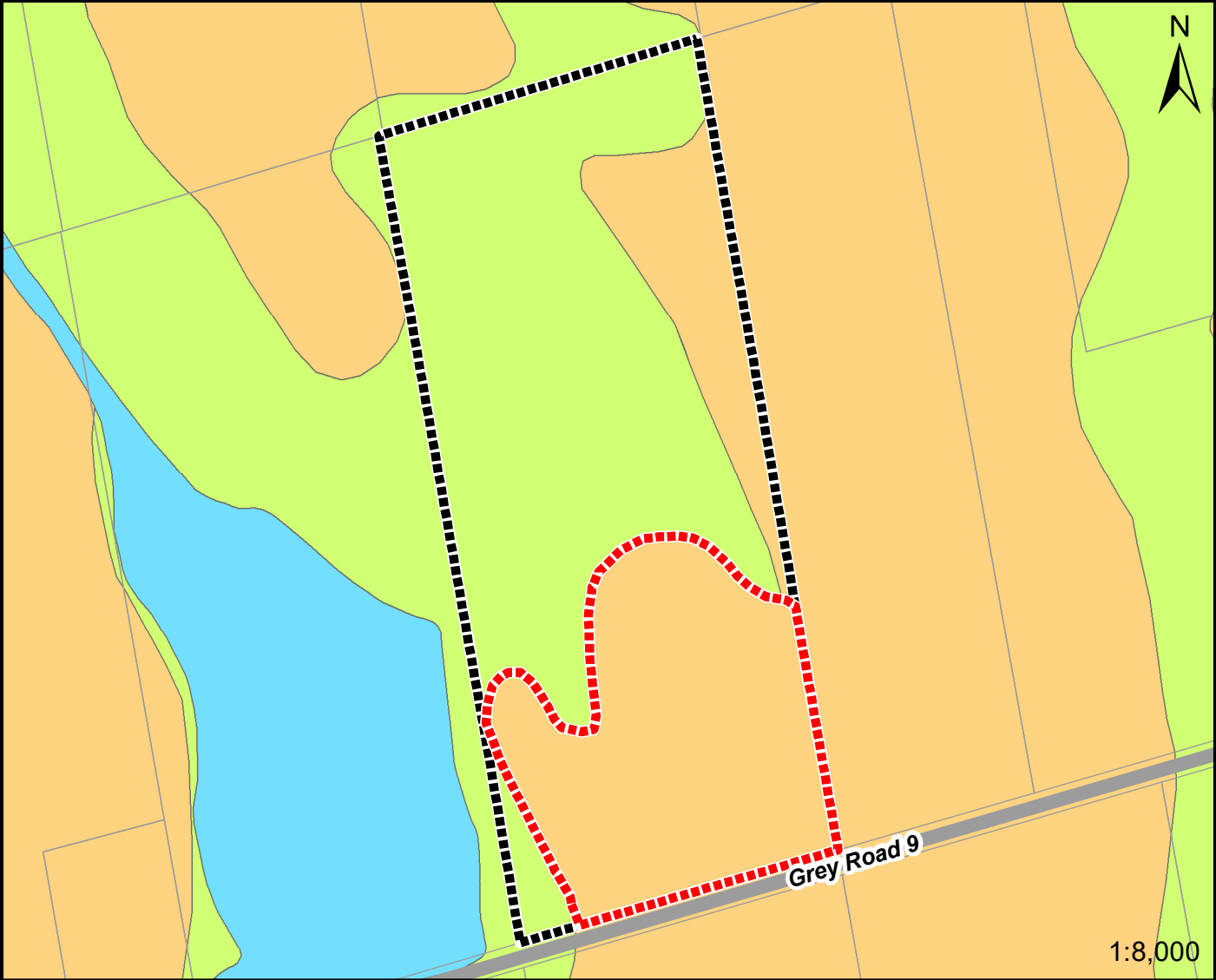
Adopted by the Corporaton of the Township of Southgate on

Date: _____

Signed: _____

Brian Milne, Mayor

Lindsey Green, Clerk



LEGEND



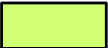
Lands Subject to Amendment



Lands to be redesignated to Site Specific Agricultural



Agricultural



Hazard Land



Provincially Significant Wetland

The Corporation of the Township of Southgate
By-law Number 2022-174

being a by-law to amend Zoning By-law No. 19-2002, entitled the
"Township of Southgate Zoning By-law",

Whereas the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities.

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** Schedule "15" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as CON 13 LOT 25, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from:
 - **Agricultural (A1) to Agricultural Exception (A1-433)**
2. **That** Section 33.4233 to By-law No. 19-2002 is hereby replaced with the following:

"33-433 Con 13, lot 25 (Proton)	A1-433	<p>Notwithstanding the provisions of Sections 6.0 or any other provisions to the contrary, the land zoned A1-433 shall be subject to the following regulations in relation to a small scale dry industrial use, being a precast concrete forming and welding shop with office and power room.</p> <p>a) The small scale dry industrial use may include but is not limited to, a metal workshop for fabricating, welding, manufacture of small equipment and parts and repair shop, woodworking shop, concrete forming or other similar type uses:</p> <p>b) The use shall remain secondary to the principle use of the property, being an agricultural use.</p> <p>c) The maximum combined size of the Industrial workshop, power room, office and lunch room shall not exceed 650 m²</p> <p>d) The maximum size of all outdoor storage shall be 4000m².</p> <p>e) All outside storage shall be screened from view by way of fencing or landscaped buffer.</p> <p>f) The shop shall be setback a minimum of 112m from the side lot line.</p> <p>g) The shop shall be setback a minimum of 75m from the front lot line along Grey Road 9.</p> <p>h) A minimum of one parking space per employee shall be provided for the use.</p>
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- 3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
- 4. **That** this by-law shall come into force and take effect upon being passed by Council subject to the approval of the Official Plan Amendment being approved by the County of Grey.

Read a first, second, and third time and finally passed this 21st day of December 2023.

Brian Milne – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as CON 13 LOT 25 geographic Township of Proton, in the Township of Southgate. The purpose of the zoning bylaw amendment application is to allow for an Agricultural related use being a small scale Industrial Use shop (precast concrete and welding shop) including office and power room to expand to 650m2. The Outside storage area is to be expanded to 4000m2. The owners wish to expand the existing use and outside storage as the business is growing. The area zoned Agricultural A1-433 exception will be enlarged to include the expanded area. The shop including office and power room is proposed to be up to 650m2 with outside storage of approximately 4000m2.

The Effect:

The effect of the zoning by-law amendment is to change the zoning on a portion of the subject lands from agricultural to agricultural exception A1-433 to permit the Industrial Use shop (precast concrete and welding shop). The number of employees clause will also be deleted from the bylaw. Any Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

The Township of Southgate Official Plan designates the subject lands Agricultural, and Hazard lands.

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report PL2022-083

Title of Report: PL2022-083 C10-22 Jesse and Elizabeth Martin
Department: Clerks
Branch: Planning Services
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-083 for information; and
That Council consider approval of By-law 2022-176.

Property Location: Con 3 SWTSR Pt lot199 and Pt lot 200 geographic Township of Proton



Subject Lands:

The subject lands are described as Con 3 SWTSR , Pt Lot 199 and Pt lot 200, Geographic Township of Proton and are approximately 37.95ha (93.79 acres). The lands have frontage on Southgate Sideroad 73 and Southgate Road 26.

The purpose of the proposed zoning bylaw amendment application is to allow for the expansion of an existing agricultural related use being a small scale Industrial Use shop. The owners wish to build a new larger shop and shift the zoning for existing shop. The shop including office and power room is proposed to be up to 750m² with outside storage of up to 500m².

The Effect of the proposed zoning by-law amendment would be to change the location of the existing zone symbol on a portion of the subject lands to permit the Industrial Use shop within the existing agricultural exception zone (A1-61).

Background

A Public meeting was held virtually on September 28, 2022. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C10-22-Jesse-B-Martin-and-Elizabeth-Martin>

The comments received include:

The Public Works Department indicate that the commercial entrances requires a paved apron.

The County of Grey staff indicate provided positive comments are received from the Conservation Authority regarding the Provincially Significant Wetlands; and the D6 guidelines can be addressed, County Planning staff have no concerns with the subject application.

The SVCA indicate the application is acceptable to SVCA staff.

No comments were received from the public.

Financial Considerations:

The following is an example of the increased tax revenue associated with the addition of a 600m² industrial shop on a residential farm property:

2020	Assessment	Tax Rate	Taxation
RT (Residential)	\$ 250,000	1.279978%	\$ 3,199.95
FT (Farm)	\$ 300,000	0.283931%	\$ 851.79
	<u>\$ 550,000</u>		<u>\$ 4,051.74</u>

2021	Assessment	Tax Rate	Taxation
RT (Residential)	\$ 400,000	1.301060%	\$ 5,204.24

FT (Farm)	\$ 365,468	0.288527%	\$ 1,054.47
	\$ 765,468		\$ 6,258.71
JT (Industrial)	\$ 150,000	2.982098%	\$ 4,473.15
	\$ 915,468		\$ 10,731.86

Of the total taxes of \$10,731.86 above, the Township receives \$5,917.93 (\$2,154.73 pertaining the shop), The County receives \$2,742.13 and the local Board of Educations receive \$2,071.79.

This is increased revenue every year and therefore after a period of 10 years one shop without including the residence or its portion of Education and County taxes, would generate \$21,547.30 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop would also generate \$17,857.34 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10-year period, without the development, the Township would collect \$40,517.40 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten-year period, with the development, the Township would collect \$125,175.94 in property taxes and development charge revenue, which is 3.09 times that if nothing had developed.

Staff Review

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2020 (PPS)

The PPS has been reviewed in its entirety, however, only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

1.1.4.1 In rural areas located in municipalities:

f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed Industrial use supports farming and grows the rural economic base. The subject lands are considered as Rural within the PPS; below is a review of those policies.

Section 1.1.5.2 On rural lands located in Municipalities, permitted uses are:

a) the management or use of resources;

- b) resource based recreational uses (including recreational dwellings);
- c) limited residential development;
- d) home occupations and home industries;
- e) cemeteries; and
- f) **other rural land uses.**

The proposed dry industrial use shop is considered an on farm diversified use and therefore "other rural land uses" within the context of the PPS.

Section 1.1.5.3 Recreational, Tourism and other economic opportunities should be promoted.

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

The volume of traffic associated with this proposal can be sustained by rural service levels. The Site Plan Control process will also provide for screening and limitations on the operation to ensure that it remains small scale and blends in with the Rural area.

1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and or uneconomical expansion of this infrastructure.

The increase in size of the existing use is appropriate for the area and the Rural infrastructure currently in place and will not necessitate an expansion of infrastructure.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

This policy is directly supportive of Industrial shops and provides advice to the Township to promote them and direct non-agriculturally related uses to other areas of the Township.

1.1.5.8 Agricultural uses, Agricultural -related uses, on-farm diversified uses and normal farm practises should be promoted and protected in accordance with provincial standards.

Again, this policy advises the Township to promote and protect agricultural, agricultural related uses and on farm diversified uses. The proposed expanded Industrial use will broaden the tax base and provide additional employment in the Township.

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS.

All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy. The proposed use will not offend these definitions.

Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."

Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.

On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."

This proposed dry industrial use would be considered an on farm diversified use which is permitted in the rural area.

Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed metal and fabricating shop. Staff have reviewed the MDS Guidelines and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

Township Official Plan

The new Township Official Plan has been approved and is now in force and effect. However, the clergy principle dictates that an application should be evaluated based on the policy regime that it was submitted under. I have reviewed the new policy and the Proposal still conforms to the new Official Plan Policy, but a review of the applicable policy is provided below.

The Township of Southgate Official Plan (OP) designates the subject lands "Wetland" and "Rural" and "Hazard lands". The area where the development is occurring is in the Rural designation so those are the policies that will be focused on. The OP provides for small scale commercial and industrial uses on properties greater than

20ha to a maximum of 750m² in size. The maximum outside storage is 500m² in addition to the 750m² building size. The proposal is to construct a shop up to 750 m² in size. The outdoor storage area will be approximately 500m². The proposal appears to comply with the above policy and when the definition of small scale is examined below it further confirms the proposal is in conformity with the Official Plan.

The Official Plan defines Small Scale on parcels larger than 20 hectares as: a maximum structure size of 750m² and a maximum outdoor storage display area of 500m² will be permitted. If the structure is less than 750m², the outside display area may be increased, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.2.1 Rural designation permitted uses include the following:

"iv. small scale commercial and industrial uses;"

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Agricultural Designation.

Section 5.2.3 Development Policies

5. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this Section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment.

The proposal is consistent with the development policies of the Official Plan and through site plan control will blend in with the rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The construction of the shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

Zoning By-law

The proposed zoning by-law amendment would change the existing area to be zoned zoning of the A1-61 exception zone to allow for the construction of a new small scale

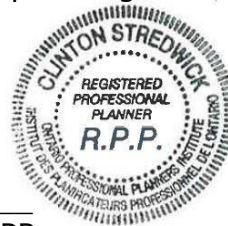
Industrial use shop on the property. The dry industrial use may include metal working, wood working, plastics or powder coating and painting and other similar type manufacturing uses. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is over 200m to the south of the proposed shop.

Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments: None.

The Corporation of the Township of Southgate
By-law Number 2022-176

being a by-law to amend Zoning By-law No. 19-2002, entitled the
"Township of Southgate Zoning By-law",

Whereas the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities.

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** Schedule "8" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as CON 3 SWTSR PT lot 199 to 200, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from:
 - **Agricultural (A1-61) to Agricultural (A1)**
 - **Agricultural (A1) to Agricultural Exception A1-533**

2. **That** Section 33.61 to By-law No. 19-2002 is hereby deleted and that Section 33.533 is added with the following:

"33-533 Con 3, lot 199-200 (Proton)	A1-533	Notwithstanding the provisions of Sections 6.0 or any other provisions to the contrary, the land zoned A1-533 shall be subject to the following regulations in relation to a small scale dry industrial use. a) The small scale dry industrial use may include but is not limited to, a metal workshop for fabricating, welding, manufacture of small equipment and parts and repair shop, woodworking shop, concrete forming or other similar type uses: b) The use shall remain secondary to the principle use of the property, being an agricultural use. c) The maximum combined size of the Industrial workshop, power room, office and lunch room shall not exceed 750 m ² d) The maximum size of all outdoor storage shall be 500m ² . e) All outside storage shall be screened from view by way of fencing or landscaped buffer. f) The shop shall be setback a minimum of 50m from the front lot line. g) The shop shall be setback a minimum of 24m from the Side lot line. h) A minimum of one parking space per employee shall be provided for the use.
--	---------------	---

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and

4. **That** this by-law shall come into force and take effect upon being passed by Council.

Read a first, second, and third time and finally passed this 21st day of December 2023.

Brian Milne – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as CON 3SWTSR LOT 199-200 geographic Township of Proton, in the Township of Southgate. The Purpose of the zoning bylaw amendment application is to allow for an Agricultural related use being a small scale Industrial Use shop. The owners wish to add the shop to the list of permitted uses for the Agricultural A1 zone. The shop including office and power room is proposed to be up to 750m² with outside storage of approximately 500m².

The effect of the zoning by-law amendment is to change the zone symbol on a portion of the subject lands to permit the Industrial Use shop within the proposed agricultural exception zone (A1-533). The bylaw also removes the Exception A1-61 for the old shop.

The Township of Southgate Official Plan designates the subject lands Rural, Wetlands and Hazard lands.



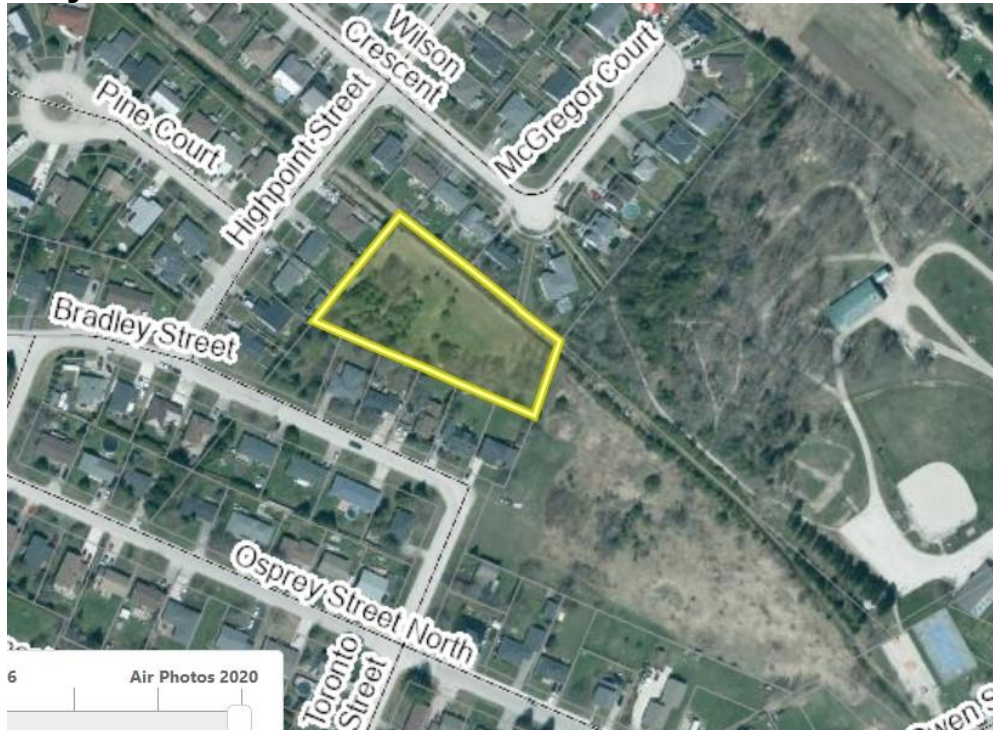
Staff Report PL2022-084

Title of Report: PL2022-084- Proposal to Declare Surplus Lands
Department: Planning Services
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-084 for information; and
That Council declare the lands identified as Plan 852 BLK 58 & 59 as surplus; and
That Council Direct the Clerk to perform all necessary actions to prepare the lands for sale.

Subject Lands



The subject lands are described as Plan 852 BLK 58 and 59 and are approximately 1.28 acres in size. They are currently designated as Hazard in the Official Plan and zoned as EP within the Southgate Zoning Bylaw.

Staff Comments

The County of Grey initiated a call to identify lands within each municipality that could be used for residential development and potentially affordable housing. These lands are currently owned by the municipality but are landlocked as they do not have adequate road frontage. In the past the Township has had issues where by some

individuals have stored or placed their Rv on to camp there short term causing nuisance complaints to the Township.

Recently the 3.7 acre parcel of the land to the south has been purchased and a concept plan has been submitted for discussion to look at developing attainable town house units. It was noted that these lands are the only access for the Township owned parcel. The initial concept plan is attachment #2.

A solution to more appropriately develop the lands to the south would be to sell the Township owned lands to insure that they are integrated appropriately in the attainable housing concept plan.

Maintaining ownership of the Township parcel by the Township would result in inefficient development of the lands to the south because they would now have to provide an access easement to the Township owned lands. It would also continue the risk and complaint issue of people illegally camping or storing their RV's on the Township owned parcel.

Township staff have approached the Conservation Authority to obtain their feed back on the potential for development of these lands. The Conservation Authority has indicated that they would have no concern if development was maintained outside of the regulated area identified in Attachment #1. This is approximately one acre of land. Developing with the Permitting area could still take place but it would require a permit from the Conservation Authority.

Township staff approached public works staff and had a discussion with them and they indicated that they did not require the lands for stormwater management purposes or other purposes.

Financial Implications

The Township would benefit from the sale of the lands as well as the increased assessment that would result with its development. Furthermore, it would reduce risk and staff time for bylaw enforcement and property maintenance respectively as a result of unauthorized access to the lands. Ultimately it would be a net positive effect on Municipal finances.

Conclusions

Based on the above discussions it is recommended that the Township declare the lands surplus and that an opinion of value be sought for the lands.

Respectfully Submitted,

Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

1. Regulation Mapping from GRCA
2. Concept Plan submitted



Legend

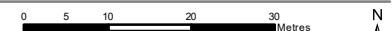
- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
 - Engineered
 - Estimated
 - Approximate
 - Special Policy Area
- Slope Valley (GRCA)
 - Steep
 - Oversteep
 - Steep
- Slope Erosion (GRCA)
 - Oversteep
 - Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

Copyright Grand River Conservation Authority, 2022.

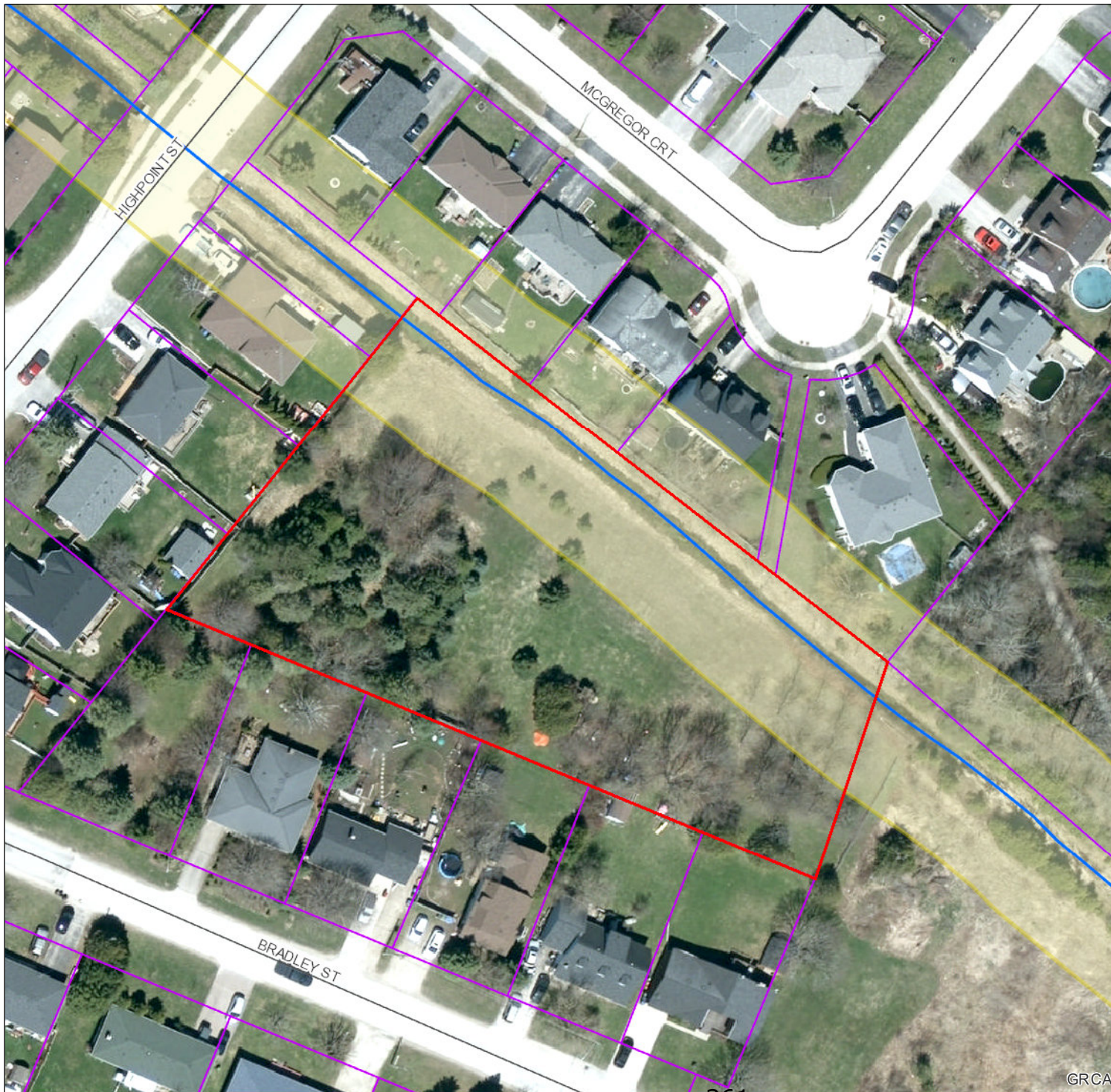
Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>



NAD 1983 UTM Zone 17N

Scale: 907





SURVEY REQUIRED

TOWN HOUSES DUNDALK, ON

SITE PLAN

A-1.0 (OPT-2)

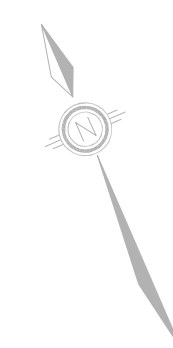


TABLE 17

29.40 III.
5.52 m.



Staff Report PL2022-085

Title of Report: PL2022-085-SP15-22-Elizabeth and Jesse Martin
Department: Planning Services
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-085 for information; and
That Council consider approval of By-law 2022-177 authorizing the entering into a Site Plan Agreement.

Property Location: 260069 Sg Rd 26



Background: This Site Plan Agreement implements Zoning Bylaw amendment 2022-176 which was passed earlier today, December 21, 2022 zoning a portion of the property A1-533 which permits the industrial use shop and outside storage.

Staff Comments: The Site Plan and Site Plan Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by on farm shops and it includes the following:

1. Providing landscaping and screening to blend it in with the Surrounding Area. The screening trees are to be a minimum 1.5m in height and coniferous in order to provide screening of the outdoor storage areas and to blend the building in with the landscape.
2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation.
3. Applying dust control measures at the Townships discretion.
4. Requiring that the existing shop apply for a change of use permit and only be used for agricultural purposes.
5. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest residence is over 200m away to the south. A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

Financial Implications: None

Concluding Comments: Based on the above it is recommended that the Council receive this staff report and consider approval of by-law 2022-177 authorizing the agreement.

Respectfully Submitted,

Municipal Planner: Original Signed By
Clinton Stredwick, BES, MCIP, RPP



CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

The Corporation of the Township of Southgate
By-law Number 2022-177

Being a by-law to authorize the execution of a Site Plan Control Agreement

Whereas Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

Whereas all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2021-111; and

Whereas the Council of the Township of Southgate deems it expedient to enter into a Site Plan Agreement with the owner,

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** a Site Plan Agreement between Jesse and Elizabeth Martin and the Township of Southgate for the development of the lands described as Con 3 SWTSR Pt Lot 199 Pt Lot 200, Proton, Township of Southgate is authorized. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 21st day of December 2022.

Read a third time and finally passed this 21st day of December 2022.

Mayor – Brian Milne

Clerk- Lindsey Green

THE CORPORATION OF
THE TOWNSHIP OF SOUTHGATE

SITE PLAN AGREEMENT

THIS AGREEMENT made in triplicate this_____ day of_____, 2022

Between: Jesse Martin and Elizabeth Martin

(hereinafter called the "OWNERS" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the OWNERS represents that they are the owners of these lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the OWNERS have applied to the TOWNSHIP to permit development on the OWNER'S lands;

AND WHEREAS the Encumbrancer(s) (if any) hold registered security interests in the lands and all Encumbrancers of the lands are included as parties to this Agreement

AND WHEREAS the OWNERS have agreed with the TOWNSHIP to furnish and perform the works, material, matters and things required to be done, furnished and performed in the manner hereinafter described in connection with the proposed use of the subject lands;

AND WHEREAS the said lands have been designated by the Council of the TOWNSHIP as being within a site plan control area as provided by Section 41 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of one -----(\$1.00)-----DOLLAR of lawful money of Canada now paid by the TOWNSHIP to the OWNER, the receipt whereof is hereby acknowledged, the OWNERS and the TOWNSHIP covenant, declare and agree as follows:

SECTION 1 - LANDS TO BE BOUND

1. The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the geographic Township of Proton, in the TOWNSHIP OF SOUTHGATE, and are more particularly described in Schedule "A".

SECTION II - COMPONENTS OF THE AGREEMENT

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" - Site Plan(s)

SECTION III - REGISTRATION OF AGREEMENT

1. This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the Planning Act, R.S.O., 1990, as amended, at the expense of the OWNERS;
2. The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
3. The PARTIES agree that this Agreement must be registered against the OWNERS' lands within thirty (30) days of the execution thereof by both parties.

SECTION IV - BUILDING PERMITS

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

SECTION V - PROVISIONS

1. **THIS AGREEMENT** applies to works related to the entire subject lands and includes the exterior of existing buildings, new structures, drainage and servicing and entrance as required. Agricultural and residential uses are not applicable to this Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 47-2007.
2. **THE OWNERS** further covenant and agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.
3. **THE OWNERS** agree to carry out on the lands at the work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the following Plans, that is:

(i) Submitted Site Plan Drawings;

which Plan is hereinafter called "the Site Plan." Notwithstanding the generality of the foregoing the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the Site Plan.

4. **FURTHER DESCRIPTION OF WORK AND LOCATION OF SITE PLAN.** Without limiting the generality of the foregoing, all of the specifications and said requirements contained in the said Site Plan, which is on file at Southgate's Municipal Office, shall be adhered to and satisfied by the Owner to the satisfaction of Southgate.
5. **EXTERIOR FASCIA.** In order to mitigate possible noise impacts of the facility, the owner agrees that the Chief Building Official or By-law Enforcement Officer, may require, if complaints are received, that all doors and windows remain closed during operating hours.
6. **STORM DRAINAGE -- GENERAL.** Notwithstanding the foregoing, the Owner agrees that the storm drainage system on and for the lands shall be designed and constructed to the satisfaction of Southgate at the expense of the Owner.

7. **ENTRANCE.** The entrance to the property is from Southgate Road 26. A Commercial Entrance permit is required and a paved apron between the edge of pavement and the property line is required at the expense of the owner.

8. **FIRE SUPPRESSION.** The owner agrees to install all necessary servicing and equipment on the property for fire fighting and fire suppression including if required a water reservoir, at the owners expense.

9. **SERVICING.** The owner is responsible for ensuring that a private well and sewage disposal system are in good working order to accommodate the shop and its employees.

10. **LANDSCAPED BUFFERING.** The owner agrees to install a landscaped screening buffer where outdoor storage areas are exercised, installed, or used, in accordance with the Township of Southgate Zoning By-law. This buffer must be maintained for the purposes of providing a visual barrier.

11. **OUTSIDE STORAGE.** Outside storage may only be located in the areas identified on the Site Plan. Stacking in the outside storage area is limited to a maximum height of 3m and in no case will it be higher than the eaves of the workshop.

12. **DUST CONTROL MEASURES.** The owner agrees to provide for dust control measures such as calcium and water, to mitigate impacts as required by the Township of Southgate. These measures will be required for those areas of the site not asphalted or seeded with grass.

13. **LIGHTING.** All exterior lighting must be dark sky compliant. It must be pointed downward and remain internal to the site in accordance with the Township of Southgate Standards.

14. **MOE CERTIFICATES OF APPROVAL (IF REQUIRED).** The Owner shall not commence any work on the lands or cause any work to be commenced on the said public highway until any Certificate of Approval required under the ***Environmental Protection Act*** and or the regulations made under it has been duly applied for by the Owner and a copy of the application has been filed with Southgate.

15. **POSTPONEMENT AND SUBORDINATION OF ENCUMBRANCES.** The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by Southgate to postpone and subordinate their interest in the lands to the interest of Southgate to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances.

16. **SOUTHGATE'S PROFESSIONAL FEES AND DISBURSEMENTS.** The Owner shall reimburse Southgate for all of its engineering and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.

17. **WAIVER.** The failure of Southgate at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Southgate of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. Southgate shall specifically retain its rights at law to enforce this Agreement.

18. **NO CHALLENGE TO THE AGREEMENT.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any

proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in Section 41 of the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

19. **ENFORCEMENT.** The Owner acknowledges that Southgate, in addition to any other remedy it may have at law, may also be entitled to enforce this Agreement in accordance with Section 446 of the **Municipal Act, 2001** as amended.

20. **MEDIATION.** Without affecting Southgate's statutory right under subsection 41(11) of the said **Planning Act** to, at its complete discretion, invoke the provisions of Section 446 of the **Municipal Act, 2001** as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

21. **REGISTRATION.** The Owner consents to the registration of this Agreement or Notice of this Agreement by Southgate on the title to the lands.

22. **ENUREMENT CLAUSE.** The covenants, agreements, stipulations, declarations, and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to Southgate and its successors and assigns.

SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.

2. The OWNER further agrees to complete the items detailed on Schedule "B" within three (3) years of the date of registration of this Agreement.

3. Following completion of the works, the OWNER shall maintain to the satisfaction of the TOWNSHIP, and at the sole expense of the OWNER, all the facilities or works described in Schedule "B".

4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.

5. The Agreement shall come into effect on the date of execution by the TOWNSHIP.

6. The OWNER acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended.

7. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

To the OWNER: Jesse Martin and Elizabeth Martin
 260069 Southgate Rd 26
 Proton Station, ON

Schedule "A"

THE LAND

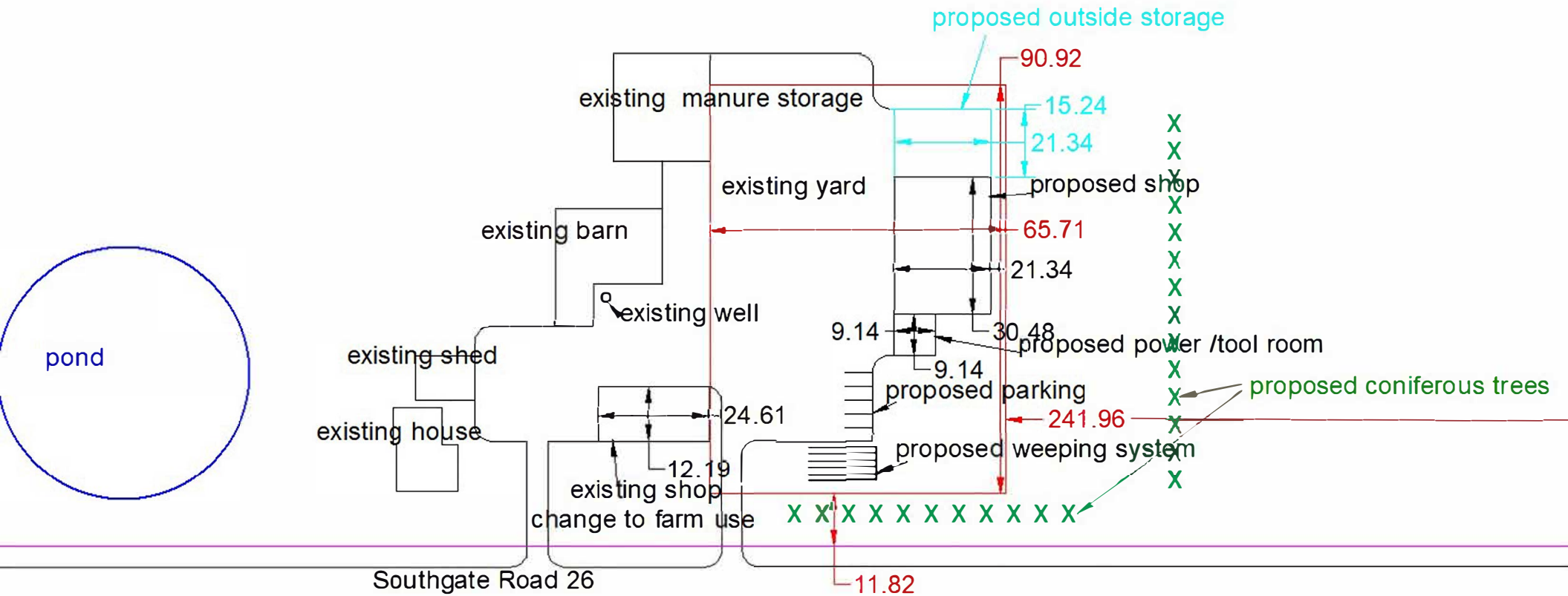
All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Concession 3 SWTSR Pt Lot 199 and Pt Lot 200,
Geographic Township of Proton, Township of Southgate
alternatively described as 260069 Southgate Rd 26.**

Schedule "B"

SITE PLANS

Drawing #1. Dated December 21, 2022 and signed by the planner



Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report EDO2022-017

Title of Report: EDO2022-017-South Grey Chamber of Commerce MOU
Department: Economic Development
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report EDO2022-017 for information; and

That Council direct staff to draft a Letter of Support for the Geographic area of the Township of Southgate to be amalgamated with the South Grey Chamber of Commerce to be signed by the Mayor; and

That Council direct staff to draft a Memorandum of Understanding between the Township of Southgate and the South Grey Chamber of Commerce and seek Council approval; and

That Council approve the 2023 MOU funding in the amount of \$10,000 being divided between the Solar Fund Reserve in the amount of \$5,000 and the Eco Park Fund Reserve in the amount of \$5,000.

Background:

On December 14, 2022, council received the delegation from the South Grey Chamber of Commerce for information and directed staff to bring a report to council with funding options.

No. 2022-802

Moved by Councillor Ferguson

Seconded by Councillor Rice;

Be it resolved that Council receive the South Grey Chamber of Commerce Delegation presented by Karen Cox for information; and

That Council direct staff to return to Council with a recommendation on the Memorandum of Understanding and an option of how it could be funded.

Carried

Staff Comments:

Staff recommends that we sign a letter of support for the South Grey Chamber of Commerce to expand into the Township of Southgate and that The Township of Southgate enter into an MOU for 2023 with the new South Grey Chamber of Commerce with a support amount of \$10,000 funded \$5000 from the Solar Fund Reserve and \$5,000 from the Eco Park reserve.

Financial Implications:

The Solar Fund reserve and the Eco Park Fund reserve account would each be decreased by \$5,000.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Community Action Plan Impact:

Goal 1: Attracting New and Supporting Existing Businesses and Farms

Action 1:

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

Goal 6: Citizen Engagement

Action 6:

The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community.

Concluding Comments:

1. That Council receive staff report EDO2022-017 as information.
2. The Township provide a draft letter of support for the South Grey Chamber of Commerce to be signed by the Mayor.
3. Create a Memorandum of Understanding between the Township of Southgate and the South Grey Chamber of Commerce and seek Council approval.
4. Council approve the 2023 MOU funding in the amount of \$10,000 for the Township of Southgate to the South Grey Chamber of Commerce.

Respectfully Submitted,

Dept. Head: **Original Signed By**

Terri Murphy,
Economic Development Officer

CAO Approval: **Original Signed By**

Dave Milliner, CAO



Staff Report CL2022-031

Title of Report: CL2022-031 – Post Election and Accessibility Report
Department: Clerks
Branch: Legislative and Council Services
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-031 for information.

Background:

The conduct of municipal elections is governed by the *Municipal Elections Act, 1996* (The Act), supplemented by such policies and procedures as required by The Act, or as deemed necessary by the Clerk of the municipality, who is legislatively responsible for the conduct of the election.

The Act further requires that the Clerk of each municipality provide a report to Council, detailing the election and any identified accessibility barriers in accordance with Section 12 (3) of The Act.

Staff Comments:

Amendments to the *Municipal Elections Act, 1996*, via Bill 218: Supporting Ontario's Recovery and Municipal Elections Act, 2020, introduced new timelines associated with elections procedures, including:

Procedure	Prior to Bill 218	After Bill 218
Ranked Ballot Voting: Ranked ballots allow a voter to rank candidates in order of preference – first choice, second choice, third choice, etc. – instead of just voting for one candidate.	Permitted through O.Reg 310/16.	Not permitted. Bill 218 removed the option for ranked ballot elections by revoking O.Reg 310/16 and repealing Sections 41.1 and 41.2 of the Act.
Nomination Day	Fourth Friday in July	Third Friday in August
Alternative Voting Methods: Changes the timeline for passing a by-law authorizing the use of	By-laws authorizing the use of vote-counting equipment and alternative voting methods to be	By-laws authorizing the use of vote-counting equipment and alternative voting methods to be

voting and vote-counting equipment or alternative voting methods.	passed on or before May 1 in the year <u>before</u> a regular election.	passed on or before May 1 in the year of the election.
Creation of procedures and forms for alternative voting methods: Changes to the timeline for Clerks to establish procedures and forms for voting and vote-counting equipment and alternative voting methods.	December 31 in the year before the year of the election.	Before June 1 in the year of the election.

The amendments reverted elections timelines to those observed prior to the 2018 cycle and overall, extended the nominations period, shortened the campaigning period and decreased administrative preparation timelines. With the amended timelines in mind, the following key dates were applied to the 2022 Municipal and School Board Election:

May 2, 2022	Nominations opened – Candidates and Third Party Advertisers were able to file their nomination/registration papers.
August 19, 2022	Nominations closed – last day for Candidates to file nomination papers
August 22, 2022	Received Preliminary List of Electors from MPAC / Commencement of data cleansing by the Clerks Dept
September 1, 2022	Beginning of Voters' List revision period (to close of voting)
October 14, 2022	Internet and Telephone Voting Opened
October 24, 2022	Election Day – voting closed at 8:00 pm
October 25, 2022	Official Declaration of Results
November 21, 2022	Council Inauguration
January 3, 2023	End of Campaign Period
March 31, 2023,	Deadline for Candidates to file Financial Statements

Upon the closing of Nominations, 2 candidates were certified for the role of Mayor, 2 candidates were certified for the role of Deputy Mayor and 9 candidates were certified for the role of Councillor.

Internet/Telephone Voting:

The township opted to use internet and telephone voting only for the 2022 election, as was the method of voting for the 2018 election. Positive feedback was received in 2018 following the election that supported staff's recommendation to continue with internet and telephone voting in 2022.

This voting method best supports greater convenience by providing the most flexibility and opportunity for participation. Internet and telephone voting provides improved accessible voting options, facilitation of participation by non-resident electors and improved cost effectiveness.

Voting in the Township of Southgate opened on October 14, 2022, at 10:00 am and ran continuously through to 8:00 pm on October 24, 2022.

To assist with voters casing their ballot, staff hosted Help Centres throughout the Voting Period at the Municipal Office in Hopeville, the Frank Macintyre Building in Dundalk and the Council Chambers in Holstein as follows:

Municipal Administration Office 185667 Grey County Road 9, Dundalk Friday, October 14th to Monday, October 24, 2022, During Regular Office Hours

Dundalk Frank Macintyre Building 220 Owen Sound Street, Dundalk Saturday October 22, 2022 – 10:00 am to 2:00 pm

Southgate Council Chambers – Holstein 123273 Southgate Road 12, Holstein Saturday, October 15 – 10:00 am to 2:00 pm Monday, October 24 – 10:00 am to close of voting at 8:00 pm

There was also an internet terminal available at the Southgate Public Library in Dundalk during their regular hours of operation for anyone just needing an internet connection to cast their ballot.

Voter Turnout/Statistics

At the close of voting, there were 6,568 authorized voters for the Township of Southgate. Of the authorized voters, a total of 1,786 votes were cast, resulting in a total voter turnout rate of 27.19%, slightly less than the 31.3% turnout in 2018. While the turnout was less than that of the previous election cycle, that seemed to be the trend throughout the province and Grey County in 2022.

The received 1,786 votes were cast in the following method:

Internet	1469
Telephone	181
Help Centre(s)	136

As demonstrated above, the majority of votes were cast by internet voting, in considering the voting patterns observed through the 2018 and 2022 cycle, it will

likely be staff's future recommendation to continue with online and telephone voting in 2026 or possibly explore dropping the use of the telephone voting method. Most of the inquiries received during the voting period, unrelated to the voters' list were surrounded around confusion with the telephone voting system. Staff also note that the telephone system is much more cumbersome to use compared to the online option with both providers we have worked with in 2022 and 2018.

Overall, feedback received by staff regarding the 2022 Municipal and School Board election was positive, with the majority of voters commenting on the simplicity of the online voting system. The Township's election provider, Scytl Voting Systems, was responsive, assistive, and developed a simple, easy to use platform for Township constituents. Scytl has administered hundreds of elections throughout North America and is the dominant election services provider within Ontario.

There were no discrepancies identified between the unofficial and official results declared on October 25, 2022. There were no requests received for a re-count.

Financial Implications:

The projected total cost of the 2022 Municipal Election is \$35,851.11.

Breakdown:

Contracted Services (DataFix & Scytl): \$31,174.79

Advertising: \$2,226.07

Materials and Supplies: \$450.25

General Election Accessibility

Section 12.1 (1) of The Act places responsibility on the Clerk to have regard to the needs of the electors and candidates with disabilities. Accessible Customer Service Standards must be followed when conducting municipal elections. Section 12.1 (2) of The Act requires that the Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. Section 12.1 (3) of The Act requires that within ninety (90) days of voting day the Clerk who is responsible for conducting the election shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. Section 45 (2) states that in establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

The Clerk prepared and made public an [Election Accessibility Plan](#) to ensure candidates and electors with disabilities had full and equal access to all election information and services, including Help Centres.

The 2022 Election was conducted over an eleven-day voting period as a vote-anywhere, vote-anytime, paperless election. Voters were not required to attend a

specific voting location based on their eligibility to vote, and instead could vote at any of the provided voting help centres during hours of operation or remotely by telephone or online 24 hours a day from anywhere in the world. Such provisions supported increased accessibility, convenience, and sustainability throughout the voting process.

All information pertaining to the Municipal Election including method of voting, how to vote, help centre information, candidate information, etc. was all included on the Township of Southgate Election website www.southgatevotes.ca. If anyone required the information to be available in an alternate format, staff were prepared to assist candidates and electors in anyway necessary to ensure they received the information.

Help Centre locations were identified in the early stages of election planning as being the most accessible locations that the Township has to offer. When preparing each day to open the help centres, staff made sure to set up the centre with adequate space between voting stations, doors remained unobstructed, all technology cords were taped down to prevent tripping hazards and stylus pens were provided to assist with touch screen tablets.

Entrance routes to all help centres were unobstructed and provided appropriate width for mobility device entry. All help centre locations were equipped with an automated power door opener as well as designated accessible parking spaces.

Internet/Telephone Voting Accessibility

Eligible voters were provided with the opportunity to vote online using a number of personal devices, including but not limited to tablets, computers, smart phones and gaming systems, alongside any accompanying assistive devices or software required. Such methods supported independent, private and convenient voting anytime throughout the voting period and eliminated the need to visit a voting place location in person to vote. This is an added benefit to those with mobility impairments.

Scytl Voting Systems is compliant with WCAG 2.0 level AA standards as required by the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* and supported the use of screen-magnifiers and screen-readers for voters with disabilities.

Additionally, Scytl's online voting technology successfully integrates with computer aid devices for disabled or physically impaired voters such as sip & puff devices and head-controlled mouse.

Persons with disabilities and those who did not wish to or have access to the internet voting options, were able to access voting over the telephone. Scytl Voting Systems created a telephone voting service that was offered on all types of touchtone phones and wireless devices. The service used typical English language

and menu options were presented in an organized and easy-to-follow order, advising voters when to select options and provide confirmation of one's selections.

For those voters without means to access telephone or online voting opportunities, or those who sought assistance from election officials, help centres were provided during the voting period which were opened to provide access to tablets, internet connectivity and election staff. Each location was equipped with two or more 10.1" touch screen iPad kiosks which provided screen imaging and required lesser keyboard dexterity to complete an online ballot.

Voters were permitted to be accompanied by service animals at all locations pursuant to provincial legislation and the Township of Southgate Corporate Customer Service Standards. Voters were permitted to be accompanied by a support person (other than a candidate or scrutineer) who could be administered the "Friend of the Voter Oath" by an election official in order to grant them authority to accompany and assist a voter in casting their ballot. Election Officials were also authorized to provide assistance to any voter upon request, with casting their ballot.

Overall, election officials strived to conduct the municipal election in a manner that ensured candidates and electors with disabilities had full and equal access to all election information and services. Staff recommend that all Township facilities continue to be monitored and evaluated for accessibility to ensure continued compliance with these requirements in the future.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

This report is provided to Council as a follow up to the 2022 Municipal Election as well as reporting out on Accessibility related to the 2022 Municipal Election and to satisfy Section 12 (3) of the *Municipal Elections Act, 1996*.

Respectfully Submitted,

Dept. Head: **Original Signed By**
Lindsey Green, Clerk

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Attachments: None

**Township of Southgate
Administration Office**

185667 Grey Road 9
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report FIN2022-039

Title of Report: **FIN2022-039 Impact of Bill 23 and Indexing on Development Charges**

Department: **Finance**

Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-039 Impact of Bill 23 and Indexing on Development Charges as information.

Background:

On October 5, 2022, By-law 2022-154, being a By-law with respect to Development Charges was passed. By-law 2022-154 expires at 12:01 AM on October 6, 2027 unless it is repealed by Council at an earlier date. The categories of services for which development charges are imposed under this By-law are as follows:

- a) Services related to a Highway;
- b) Fire Protection Services;
- c) Parks and Recreation Services;
- d) Library Services;
- e) Administration Services;
- f) Waste Diversion Services;
- g) Storm Drainage and Control Services;
- h) Wastewater Services; and
- i) Water Services.

By-law 2022-154, Section 5.1 states:

5.1 Development charges imposed pursuant to this By-law shall be adjusted annually on January 1, without amendment to this By-law, in accordance with the third quarter of the prescribed index in the Act.

The prescribed index is in accordance with Statistics Canada Non-residential Building Construction Price Index for Toronto based on the preceding twelve month period ending September 30.

Financial Implications:

The prescribed index in accordance with Statistics Canada Non-residential Building Construction Price Index for Toronto based on the preceding twelve month period ending September 30, 2022 is 15.6%. Therefore, in accordance with By-law 2022-154, the development charges automatically index 15.6%, effective January 1, 2023.

On November 28, 2022, the Province passed Bill 23, More Homes Built Faster Act, 2022 that made various amendments to the Development Charges Act, 1997. One change that immediately impacts Southgate is the requirement that development charges be reduced from what could be otherwise be imposed during the first four years a by-law is in force as follows:

Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
80%	85%	90%	95%	100%

The Development Charges set by By-law-154, effective October 6, 2022, is provided as Attachment 1.

The Development Charges set by By-law-154, reduced to 80% for Year 1 as per Bill 23, effective November 28, 2022, is provided as Attachment 2.

The Development Charges set by By-law-154, indexed 15.6%, and reduced to 80% for Year 1 as per Bill 23, effective January 1, 2023, is provided as Attachment 3.

The Development Charges set by By-law-154, indexed 15.6%, and reduced to 85% for Year 2 as per Bill 23, effective October 6, 2023, is provided as Attachment 4.

The reduced amount of development charge allowed to be collected will negatively affect the municipality. Growth related projects may need to be delayed until sufficient funds are collected or cause a greater burden to existing property owners.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

By-law 2022-154, being a by-law with respect to Development Charges was passed on October 5, 2022. Bill 23, More Homes Built Faster Act, 2022 was passed on November 28, 2022 which required a reduction to 80% of the development charges set for year 1 of the By-law. The ability to index the development charges rates on January 1 of each year remains. Therefore, on January 1, 2023 the development charge rates are indexed the prescribed rate of 15.6%. On October 6, 2023, the required reduction for year 2 moves to 85%.

Respectfully Submitted,

Dept. Head: **Original Signed By**
William Gott, CPA, CA, Treasurer

CAO Approval: **Original Signed By**
Dave Milliner, CAO

Attachment:

- 1 2022 DC Charges, effective October 5, 2022
- 2 2022 DC Charges, effective November 28, 2022
- 3 2023 DC Charges, effective January 1, 2023
- 4 2023 DC Charges, effective October 5, 2023

**Township of Southgate
Schedule "B"
To By-law 2022-154
Schedule of Development Charges**

Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq ft of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
Municipal-wide Services							
Services Related to a Highway	\$ 3,082	\$ 1,925	\$ 1,969	\$ 1,313	\$ 1.14	\$ 3,082	\$ 3,082
Fire Protection Services	\$ 1,075	\$ 671	\$ 687	\$ 458	\$ 0.40	\$ 1,075	\$ 1,075
Parks and Recreation Services	\$ 2,733	\$ 1,707	\$ 1,746	\$ 1,165	\$ 0.24	\$ -	\$ -
Library Services	\$ 849	\$ 530	\$ 542	\$ 362	\$ 0.08	\$ -	\$ -
Waste Diversion	\$ 172	\$ 107	\$ 110	\$ 73	\$ 0.06	\$ -	\$ -
Growth Studies	\$ 116	\$ 72	\$ 74	\$ 49	\$ 0.04	\$ 116	\$ 116
Total Municipal-wide Services	\$ 8,027	\$ 5,012	\$ 5,128	\$ 3,420	\$ 1.96	\$ 4,273	\$ 4,273
Urban Services							
Stormwater	\$ 13	\$ 8	\$ 8	\$ 6	\$ 0.01	\$ -	\$ -
Wastewater Services	\$ 3,061	\$ 1,912	\$ 1,956	\$ 1,304	\$ 1.21	\$ -	\$ -
Water Services	\$ 5,586	\$ 3,489	\$ 3,569	\$ 2,380	\$ 2.83	\$ -	\$ -
Total Urban Services	\$ 8,660	\$ 5,409	\$ 5,533	\$ 3,690	\$ 4.05	\$ -	\$ -
GRAND TOTAL RURAL AREA	\$ 8,027	\$ 5,012	\$ 5,128	\$ 3,420	\$ 1.96	\$ 4,273	\$ 4,273
GRAND TOTAL URBAN AREA	\$ 16,687	\$ 10,421	\$ 10,661	\$ 7,110	\$ 6.01	\$ 4,273	\$ 4,273

Township of Southgate
Schedule "B"
To By-law 2022-154, Reduced to 80% for Year 1 as per Bill 23
For the period November 28 to December 31, 2022
Schedule of Development Charges

Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq ft of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
Municipal-wide Services							
Services Related to a Highway	\$ 2,466	\$ 1,540	\$ 1,576	\$ 1,051	\$ 0.9120	\$ 2,466	\$ 2,466
Fire Protection Services	\$ 860	\$ 537	\$ 550	\$ 367	\$ 0.3200	\$ 860	\$ 860
Parks and Recreation Services	\$ 2,187	\$ 1,366	\$ 1,397	\$ 932	\$ 0.1920	\$ -	\$ -
Library Services	\$ 680	\$ 424	\$ 434	\$ 290	\$ 0.0640	\$ -	\$ -
Waste Diversion	\$ 138	\$ 86	\$ 88	\$ 59	\$ 0.0480	\$ -	\$ -
Growth Studies	\$ 93	\$ 58	\$ 60	\$ 40	\$ 0.0320	\$ 93	\$ 93
Total Municipal-wide Services	\$ 6,424	\$ 4,011	\$ 4,105	\$ 2,739	\$ 1.5680	\$ 3,419	\$ 3,419
Urban Services							
Stormwater	\$ 11	\$ 7	\$ 7	\$ 5	\$ 0.0080	\$ -	\$ -
Wastewater Services	\$ 2,449	\$ 1,530	\$ 1,565	\$ 1,044	\$ 0.9680	\$ -	\$ -
Water Services	\$ 4,469	\$ 2,792	\$ 2,856	\$ 1,904	\$ 2.2640	\$ -	\$ -
Total Urban Services	\$ 6,929	\$ 4,329	\$ 4,428	\$ 2,953	\$ 3.2400	\$ -	\$ -
GRAND TOTAL RURAL AREA	\$ 6,424	\$ 4,011	\$ 4,105	\$ 2,739	\$ 1.5680	\$ 3,419	\$ 3,419
GRAND TOTAL URBAN AREA	\$ 13,353	\$ 8,340	\$ 8,533	\$ 5,692	\$ 4.8080	\$ 3,419	\$ 3,419

**Township of Southgate
Schedule "B"**

**To By-law 2022-154, Indexed on January 1, 2023, Reduced to 80% for Year 1 as per Bill 23
For the period January 1 to October 5, 2023
Schedule of Development Charges**

Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq ft of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
Municipal-wide Services							
Services Related to a Highway	\$ 2,851	\$ 1,781	\$ 1,822	\$ 1,215	\$ 1.0543	\$ 2,851	\$ 2,851
Fire Protection Services	\$ 995	\$ 621	\$ 636	\$ 425	\$ 0.3700	\$ 995	\$ 995
Parks and Recreation Services	\$ 2,529	\$ 1,580	\$ 1,615	\$ 1,078	\$ 0.2220	\$ -	\$ -
Library Services	\$ 787	\$ 491	\$ 502	\$ 336	\$ 0.0740	\$ -	\$ -
Waste Diversion	\$ 160	\$ 100	\$ 102	\$ 69	\$ 0.0555	\$ -	\$ -
Growth Studies	\$ 108	\$ 68	\$ 70	\$ 47	\$ 0.0370	\$ 108	\$ 108
Total Municipal-wide Services	\$ 7,430	\$ 4,641	\$ 4,747	\$ 3,170	\$ 1.8128	\$ 3,954	\$ 3,954
Urban Services							
Stormwater	\$ 13	\$ 9	\$ 9	\$ 6	\$ 0.0093	\$ -	\$ -
Wastewater Services	\$ 2,832	\$ 1,769	\$ 1,810	\$ 1,207	\$ 1.1191	\$ -	\$ -
Water Services	\$ 5,167	\$ 3,228	\$ 3,302	\$ 2,202	\$ 2.6172	\$ -	\$ -
Total Urban Services	\$ 8,012	\$ 5,006	\$ 5,121	\$ 3,415	\$ 3.7456	\$ -	\$ -
GRAND TOTAL RURAL AREA	\$ 7,430	\$ 4,641	\$ 4,747	\$ 3,170	\$ 1.8128	\$ 3,954	\$ 3,954
GRAND TOTAL URBAN AREA	\$ 15,442	\$ 9,647	\$ 9,868	\$ 6,585	\$ 5.5584	\$ 3,954	\$ 3,954

**Township of Southgate
Schedule "B"**

**To By-law 2022-154, Indexed on January 1, 2023, Reduced to 85% for Year 2 as per Bill 23
For the period October 6 to December 31, 2023**

Schedule of Development Charges

Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq ft of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
Municipal-wide Services							
Services Related to a Highway	\$ 3,030	\$ 1,893	\$ 1,936	\$ 1,291	\$ 1.1202	\$ 3,030	\$ 3,030
Fire Protection Services	\$ 1,058	\$ 660	\$ 676	\$ 452	\$ 0.3932	\$ 1,058	\$ 1,058
Parks and Recreation Services	\$ 2,688	\$ 1,679	\$ 1,716	\$ 1,146	\$ 0.2359	\$ -	\$ -
Library Services	\$ 837	\$ 522	\$ 534	\$ 357	\$ 0.0787	\$ -	\$ -
Waste Diversion	\$ 170	\$ 107	\$ 109	\$ 74	\$ 0.0590	\$ -	\$ -
Growth Studies	\$ 115	\$ 73	\$ 75	\$ 50	\$ 0.0394	\$ 115	\$ 115
Total Municipal-wide Services	\$ 7,898	\$ 4,934	\$ 5,046	\$ 3,370	\$ 1.9264	\$ 4,203	\$ 4,203
Urban Services							
Stormwater	\$ 14	\$ 10	\$ 10	\$ 7	\$ 0.0099	\$ -	\$ -
Wastewater Services	\$ 3,009	\$ 1,880	\$ 1,924	\$ 1,283	\$ 1.1891	\$ -	\$ -
Water Services	\$ 5,490	\$ 3,430	\$ 3,509	\$ 2,340	\$ 2.7808	\$ -	\$ -
Total Urban Services	\$ 8,513	\$ 5,320	\$ 5,443	\$ 3,630	\$ 3.9798	\$ -	\$ -
GRAND TOTAL RURAL AREA	\$ 7,898	\$ 4,934	\$ 5,046	\$ 3,370	\$ 1.9264	\$ 4,203	\$ 4,203
GRAND TOTAL URBAN AREA	\$ 16,411	\$ 10,254	\$ 10,489	\$ 7,000	\$ 5.9062	\$ 4,203	\$ 4,203



Staff Report PW2022-056

Title of Report: PW2022-056 DWQMS External Audit 2022
Department: Public Works
Branch: Water & Wastewater
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-056 for information.

Background:

As per the Ontario Drinking Water Quality Management Standard the Township's Drinking Water Quality Management System (DWQMS) requires an external third-party offsite audit review for two years, and then an on-site audit the third year. On September 1, and 2nd, 2022, NSF International Strategic Registrations (ISR) auditor James Pang conducted an off-site external audit for the Dundalk Drinking Water Quality Management System. Quality Management System (QMS) Representative Cory Henry, Public Works Administrative Assistant Lisa Wilson and Public Works Manager Jim Ellis were available throughout the days' audit to provide responses to the auditor.

Staff Comments:

The NSF auditor identified 1 non-conformance with 1 Minor Corrective Action Request (CAR) for the following:

Element 17- Measurement and Recording Equipment Calibration and Maintenance - The auditor reviewed the calibration certification of 4 portable colorimeters, 2 portable turbidimeters, and 2 online chlorine analyzers at each of the three Dundalk well pumphouses. He reviewed daily verification and calibration records of the handheld colorimeters for accuracy, from March 7 to August 29, 2022. The auditor observed the Calibration Standards kit used for calibration verification had expired in February 2022. (Attachment #1)

A Corrective Action Preventative Action (CAPA) form was submitted to NSF by the QMS rep that outlined the root cause and actions to correct the issue. A column was added to Forms 02,23,33 and 55 to track the Standard Expiry Date to be recorded by operators. Auditor Pang approved the CAR response and closed the minor Corrective Action Request. (Attachment #2)

The NSF auditor recommended 4 Opportunity for Improvement (OFI) for the quality management system.

The 4 OFI's recommended are for:

Element 13- Essential Supplies and Services – The auditor reviewed a list found in section 13 of the Operational Plan (OP) and recommends considering highlighting the supplies and services that are indispensable for the production and delivery of safe drinking water. He also reviewed records for quality verification of sodium hypochlorite from Anchem Sales, bill of lading dated July 25, 2022, Aug 15, 2022, Aug 22, 2022, and recommends considering the following:

1. Receiver to tick off against each quality parameter verified, such as NSF certification, product %, date of manufacture
2. Request for the certificate of analysis (COA) of the product delivered and verify that their batch or lot number, as well as the product quality test result

Element 14 – Review and Provision of Infrastructure – The auditor reviewed the Dundalk Waterworks Infrastructure Program Plan dated August 25, 2022 and concluded the requirement to be in conformance. The auditor recommended that management may consider including the author of the notes and or the participants involved in generating the notes.

Element 17- Measurement and Recording Equipment Calibration and Maintenance – A recommendation to identify and record which of the handheld colorimeters is used in verifying and calibrating the on-line chlorine analyzer and consider flagging the situation whenever the grab sample reading for free Cl is more than 0.05 different from the on-line chlorine analyzer reading, then to adjust the analyzer of the deviation if it persists the following day.

Element 18 – Emergency Management – Consider looking into ways to ensure the well generator is in working condition and to record the ability of the power transfer from the gen set to the well house occurred.

Staff will be discussing and consider implementing some of the OFI recommendations.

NSF ISR issued a re-certification Certificate of Registration for the Township of Southgate Ontario's Drinking Water Quality Management Standard Version 2. (Attachment #3)

Financial Implications:

There is no financial impact or long-term implications with this staff report. The DWQMS audits are included in the Water Operational Budget.

Communications & Community Action Plan Impact:

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water, and sewer work, for example - to be a fundamental purpose

of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Concluding Comments:

Staff recommends that Council receive Staff Report PW2022-056 for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1 – DWQMS External Audit 2022

Attachment #2 – DWQMS CAR Approved

Attachment #3 – NSF ISR Certificate of Registration



The Corporation Of The Township Of Southgate
185667 Grey Rd. #9 Dundalk, Ontario, Canada, N0C 1B0

C0123432

Audit Type
REASSESSMENT

Lead Auditor
James Pang

Registration
Ontario's Drinking Water Quality Management Standard Version 2

Recommendation



Executive Summary

	Excellent team work between the manager, lead hand and admin assistant.
--	---

Opportunities

	See the four OFIs.
--	--------------------

Corrective Actions

Standard	Ontario's Drinking Water Quality Management Standard Version 2
Auditor	James Pang
CAR Type	Minor
Standard_Clause: Standard Clause	Measurement & Recording Equipment, Calibration & Maintenance
Location of finding.	Standard used at the "shop".
Discussed with:	Jim Ellis, Cory Henry and Lisa Wilson
Statement of Requirement:	17.3 of the Operational Plan
Statement of nonconformity:	Calibration was carried out using expired benchmark.
Objective evidence:	NCR: Reviewed calibration certs of 4 portable colorimeters, 2 portable turbidimeters, 2 online chlorine analyzers at each of the three well stations. Reviewed daily verification and calibration of handheld colorimeters for accuracy, from Mar 7 to Aug 29, 2022. The Standard used for this purpose was expired since Feb 2022.

Opportunities for Improvements	
Location of OFI	Essential supplies and services
Discussed With	Jim Ellis, Cory Henry and Lisa Wilson
Description	<p>OFI1: Reviewed a list found in section 13 of the OP. Consider to highlight the supplies and services that are indispensable for the production and delivery of safe drinking water.</p> <p>OFI2: Reviewed records of quality verification of sodium hypo from Anchem, BoL dated July 25, 2022, Aug 15, 2022, Aug 22, 2022. Consider the following: 1 - receiver to tick off against each quality parameter verified; such as NSF certification, product %, date of manufacture. 2 - request for the certificate of analysis (COA) of the product delivered and verify that their batch or lot number, as well as the product quality test result</p>
Location of OFI	Review and Provision of Infrastructure
Discussed With	Jim Ellis, Cory Henry and Lisa Wilson
Description	Reviewed infrastructure review notes dated Aug 25, 2022 to be in conformance. However, as an improvement, the management may consider to include the author of the notes and or the participants involved in generating the notes.
Location of OFI	Measurement and Recording Equipment Calibration and Maintenance
Discussed With	Jim Ellis, Cory Henry and Lisa Wilson
Description	<p>1 - to identify and record the handheld colorimeter used in verifying and calibrating the online chlorine analyzer.</p> <p>2 - consider to flag the situation whenever the grab sample reading for free Cl is more than 0.05 different from the online cl analyser reading, then to adjust the analyser of the deviation if it persists the following day</p>
Location of OFI	Emergency Management
Discussed With	Jim Ellis, Cory Henry and Lisa Wilson
Description	<p>1- Consider to look into ways to ensure its working condition.</p> <p>2 - ensure to record the ability of the power transfer from the get set to the well house</p>

Process	
Processes	Observations
Processes or Activities (DWQMS)-01	<p>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths & weaknesses of process:</p> <p>Elements that were conforming are listed with evidence below:</p> <p>Element 1 - All 21 elements were addressed in the Dundalk Drinking Water System Operational Plan (OP), Version 2018-1, dated January 18, 2018.</p> <p>Element 2 - Interviewed Adam Nicholls to understand the policy. Policy was displayed at the work place (the shop).</p> <p>Element 3 - Signed by the mayor and council rep (the Owner) and the CAO and PW Manager (the top management) in August 2022.</p> <p>Element 4 - The Lead Hand in Dundalk is the QMS Representative.</p> <p>Element 5 - Documents and records were easily and accurately made available for review during the audit.</p> <p>Element 6 - Verified through physical visit to the three well stations and drive through of the distribution system.</p> <p>Element 7 - Reviewed record of review meeting to review relevance of risk assessment numbers in Appendix A of the OP.</p> <p>Element 8 - The last 36-monthly risk assessment was carried out on December 10, 2018.</p> <p>Element 9 - As described in section 9 of the OP. No change since last re-certification audit.</p> <p>Element 10 - All five personnel licensed to operate the DWS have valid competency licenses.</p> <p>Element 11 - Reviewed the operators on-call schedule to be up to date. Verified Grayson as the on call operator for the week.</p> <p>Element 12 - Reviewed samples of communication between the top management and the owner, staff, suppliers and the public:</p> <ul style="list-style-type: none"> - with the owner; management review conducted on Dec 16, 2021 - with staff; annual risk assessment review on Dec 13, 2021 - with the public; annual report in the town webpage - with suppliers; letter dated Jan 12, 2022 to Anchem, Cleartech, Caduceon, Trojan Tech regarding requirements of suppliers of essential supplies and services <p>Element 15 - Reviewed the 2021 to 2031 10-year capital plan to be in general conformance.</p> <p>Element 16 - Reviewed the water sampling locations in the distribution system to be well spread out. It was noted that there was continuous monitoring of the water quality at all three well stations, with records maintained.</p> <p>Element 19 - The 2022 internal audit was not due yet, However, the 2021 internal audit record was reviewed to be in order.</p> <p>Element 20 - Reviewed record management review held on Dec 16, 2021 to be in general conformance. The 2022 management review was not due.</p> <p>Element 21 - reviewed record of CAPA log updated until Mar 2022 with CAPA #17</p>

Corrective Actions Report

**The Corporation Of The Township Of Southgate
185667 Grey Rd. #9
Dundalk, Ontario N0C 1B0 CAN**

C0123432

Audit Type

Re-certification Audit
01-SEP-2022 - 02-SEP-2022

Standard

Ontario's Drinking Water Quality Management Standard
Version 2 (Exp Date: 28-NOV-2022)

Corrective Action

CAR No	T8121731-1	Type	MINOR
Standard & Clause	DWQMSV2,	Discussed with	Jim Ellis, Cory Henry and Lisa Wilson
Auditor Name	James Pang	Car Status	APPROVED
Statement of Requirement	17.3 of the Operational Plan		
Statement of Nonconformity	Calibration was carried out using expired benchmark.		
Objective Evidence	NCR: Reviewed calibration certs of 4 portable colorimeters, 2 portable turbidimeters, 2 online chlorine analyzers at each of the three well stations. Reviewed daily verification and calibration of handheld colorimeters for accuracy, from Mar 7 to Aug 29, 2022. The Standard used for this purpose was expired since Feb 2022.		
Location of Finding	Standard used at the "shop".		
Changed Date	16-NOV-2022		
Issue Date	05-SEP-2022		
Due Date	01-NOV-2022		
CA Plan	Please see attached form		
PA Plan			
Containment Plan	Please see attached form		
RCA Description	Please see attached form		
Completed Date	31-OCT-2022		
Completed By	Cory Henry		
Reviewer Name	James Pang		
Reviewer comments	<p>The root cause analysis looks adequate. The corrective action plan below looks very credible.</p> <p>First is to update the calibration form to include a column where the expiry date of the standards will be written weekly as the operators perform the calibration. Second is to add a section on the "Well Maintenance Checklist" to check expiry dates of all items that expire at the wells. Third, to do a monthly check of the lab, checking for expired or nearly expired items.</p>		
Attachments	Descr: CAPA Form (Date: 07-OCT-2022)		



Certificate of Registration

This certifies that the Quality Management System of

The Corporation Of The Township Of Southgate

185667 Grey Rd. #9
Dundalk, Ontario, N0C 1B0, Canada

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):

Ontario's Drinking Water Quality Management Standard Version 2

Scope of Registration:

Dundalk Drinking Water System, 110-OA1, Entire Full Scope Accreditation



Certificate Number:	C0123432-DWQ6
Certificate Issue Date:	21-NOV-2022
Registration Date:	29-NOV-2022
Expiration Date *:	28-NOV-2025

Jennifer Morecraft
Senior Managing Director

NSF International Strategic Registrations

789 North Dixboro Road, Ann Arbor, Michigan 48105 | (888) NSF-9000 | www.nsf-isr.org



Staff Report PW2022-057

Title of Report: PW2022-057 Department Report
Department: Public Works
Branch: None
Council Date: December 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-057 for information.

Background:

Public Works Department update.

Staff Comments:

Transportation and Public Safety:

1. Three culvert crossings on Southgate Sideroad 75 were installed for the new Municipal Drain 75 works.
2. The Artemesia – Proton Townline between Boar Farm Road and Southgate Sideroad 15 had Geo Textile installed with 250 mm of quarry A gravel applied through the swamp area, with Grey Highlands and Southgate crews.
3. To complete the Southgate Road 22 new pit licensing, the field area near the proposed extraction roadway required the reworking or cultivating again for the archeological study. Cedar Acre Farms who have had the property for the last 2 years of field rental were approached to work the field area required for the study after the 2022 crop was taken off and in return staff negotiated the cultivation be included as part of extending the rental of the property for the 2023 season. The 2021 and 2022 rent per acre was \$311.00 per acre which was \$106.00 per acre more than highest rental rate we are receiving for farmland in Egremont.
4. The Dundalk Crossing Guard notified the Public Works Manager (PWM) of a vehicle that has drove through the crosswalk while the guard was on the roadway with the paddle displayed for the third time since September. The PWM contacted the OPP and brought the incidents to their attention.
5. Welcome to Deedra Watson who has taken the casual position of Crossing Guard in Dundalk, starting Thursday December 15, 2022.

Waste Resources and Diversion Management:

1. The 2023 Cart Collection Calendars have been distributed to Canada Post for mail delivery in Southgate. (Attachment #1)
2. The Dundalk Transfer Station will be closed on Tuesday December 27, 2022, in lieu of the Christmas Day Statutory Holiday Day.

3. Cart Collection schedule for the 2022 Christmas Holiday Season will have Zones 1 & 2 collected on Wednesday December 28th, Zone 3 Thursday December 29th, and Zone 4 Friday December 30th, for recycling and organics. The 2023 Cart Collection schedule will begin Tuesday January 3rd for Zone 1, Wednesday January 4th for Zone 2, Zone 3 Thursday January 5th, and Zone 4 Friday January 6th, for waste and organics.

Financial Implications:

These items are included in the Operating and Capital Budgets, or as specified otherwise in this report.

Communications & Community Action Plan Impact:

Goal 5 - Upgrading our "Hard Services"

Action5:

The residents and businesses of Southgate recognize our linear services - roads, bridges, water, and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Concluding Comments:

Staff recommends that Council receive Staff Report PW2022-057 for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1 - 2023 Southgate Cart Collection Calendar



2023 Cart Collection Schedule

All carts **must** be at the curb by **7 a.m.**

Carts should be placed 1 metre apart at the grass line or at the end of your laneway.

The **COMPOST CART** is collected every week.

The **RECYCLE CART** and **GARBAGE CART** are collected on alternating weeks.

ZONES

1 2 3 4

To confirm your regular collection day, see reverse for collection zones.

JANUARY

	S	M	T	W	T	F	S
CG	1	2	3	4	5	6	7
CR	8	9	10	11	12	13	14
CG	15	16	17	18	19	20	21
CR	22	23	24	25	26	27	28
CG	29	30	31				

FEBRUARY

	S	M	T	W	T	F	S
CG				1	2	3	4
CR	5	6	7	8	9	10	11
CG	12	13	14	15	16	17	18
CR	19	20	21	22	23	24	25
CG	26	27	28				

MARCH

	S	M	T	W	T	F	S
CG				1	2	3	4
CR	5	6	7	8	9	10	11
CG	12	13	14	15	16	17	18
CR	19	20	21	22	23	24	25
CG	26	27	28	29	30		

APRIL

	S	M	T	W	T	F	S
							1
CR	2	3	4	5	6	7	8
CG	9	10	11	12	13	14	15
CR	16	17	18	19	20	21	22
CG	23	24	25	26	27	28	29
	30						

MAY

	S	M	T	W	T	F	S
CR		1	2	3	4	5	6
CG	7	8	9	10	11	12	13
CR	14	15	16	17	18	19	20
CG	21	22	23	24	25	26	27
CR	28	29	30	31			

JUNE

	S	M	T	W	T	F	S
CR					1	2	3
CG	4	5	6	7	8	9	10
CR	11	12	13	14	15	16	17
CG	18	19	20	21	22	23	24
CR	25	26	27	28	29	30	

JULY

	S	M	T	W	T	F	S
							1
CG	2	3	4	5	6	7	8
CR	9	10	11	12	13	14	15
CG	16	17	18	19	20	21	22
CR	23	24	25	26	27	28	29
CG	30	31					

AUGUST

	S	M	T	W	T	F	S
CG			1	2	3	4	5
CR	6	7	8	9	10	11	12
CG	13	14	15	16	17	18	19
CR	20	21	22	23	24	25	26
CG	27	28	29	30	31		

SEPTEMBER

	S	M	T	W	T	F	S
						1	2
CR	3	4	5	6	7	8	9
CG	10	11	12	13	14	15	16
CR	17	18	19	20	21	22	23
CG	24	25	26	27	28	29	30

OCTOBER

	S	M	T	W	T	F	S
CR	1	2	3	4	5	6	7
CG	8	9	10	11	12	13	14
CR	15	16	17	18	19	20	21
CG	22	23	24	25	26	27	28
CR	29	30	31				

NOVEMBER

	S	M	T	W	T	F	S
CR				1	2	3	4
CG	5	6	7	8	9	10	11
CR	12	13	14	15	16	17	18
CG	19	20	21	22	23	24	25
CR	26	27	28	29	30		

DECEMBER

	S	M	T	W	T	F	S
						1	2
CG	3	4	5	6	7	8	9
CR	10	11	12	13	14	15	16
CG	17	18	19	20	21	22	23
CR	24	25	26	27	28	29	30

Not sure where it goes? Go to www.SortSouthgate.ca to find out!

Collection Zones

See reverse for schedule and holiday interruptions.

ZONE
1

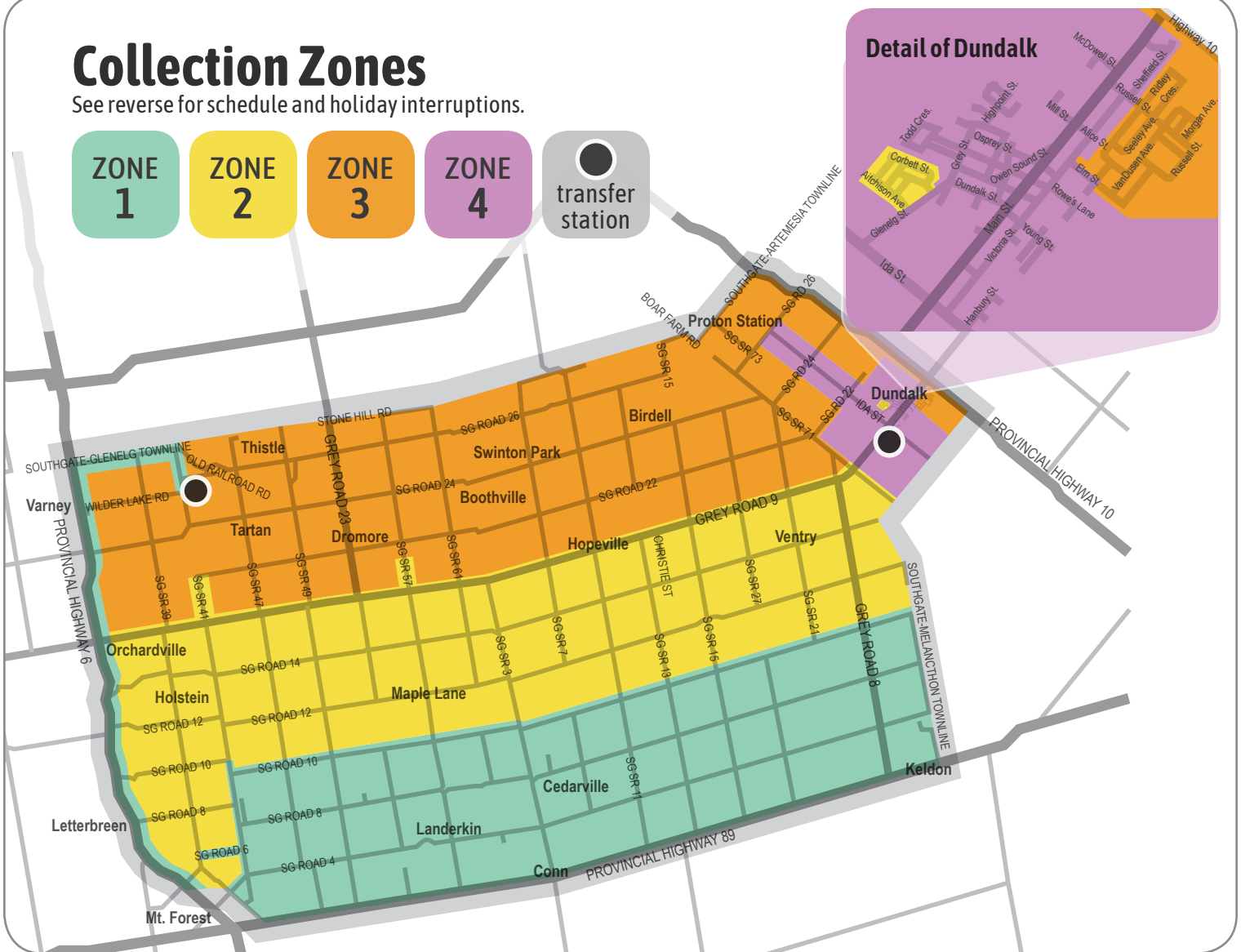
ZONE
2

ZONE
3

ZONE
4

transfer
station

Detail of Dundalk



Egremont Transfer Station

413018 Southgate Sdrd 41, Egremont
Wednesday 10am - 3pm
Saturday 9am - 1pm

**haz
bin**

May Jun Jul | Nov Dec Jan



Dundalk Transfer Station

752178 Ida St. South, Dundalk
Tuesday 10am - 3pm
Thursday* 10am - 3pm (*April & May only)
Saturday 9am - 1pm

**haz
bin**

Feb Mar Apr | Aug Sept Oct

example schedule

	S	M	T	W	T	F	S
CG	1	2	3	4	5	6	7
CR	8	9	10	11	12	13	14
CG	15	16	17	18	19	20	21
CR	22	23	24	25	26	27	28
CG	29	30	31				



16

The **COMPOST CART** is collected every week. The **GARBAGE CART** and **RECYCLE CART** are collected on alternating weeks. Video cameras are mounted on trucks to verify contents and cart placement during pickups.

In the event of a holiday Monday, collections are shifted forward a day for that week. Holidays that occur during the week (e.g. Christmas, Boxing Day, New Years, Canada Day, Remembrance Day) may require a different schedule. Check the **recyclecoach** app, our website, or facebook for announcements.



519.923.2110 x252 | Township of Southgate | www.southgate.ca

Public Liaison Committee meetings are held at the Administration Building at 7pm. Visit southgate.ca for dates.

Building Department Report

Year: 2022

Department Activity	Total 2020	Total 2021	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Building Permits:															
Agriculture	108	115	2	9	5	9	6	7	7	14	6	5	1		71
Ag.-Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Commerical	15	6	0	0	0	0	0	2	0	0	0	3	0		5
Institutional	5	4	0	0	4	0	1	1	0	0	1	0	0		7
Industrial	11	22	0	0	0	6	1	1	6	2	3	2	0		21
Demolition	3	3	0	1	0	0	1	1	0	0	1	0	1		5
Residential related	86	68	1	7	11	15	5	9	5	8	4	3	4		72
Septic Systems	62	68	0	1	1	14	9	8	9	10	8	2	4		66
Single family dwelling	171	198	1	2	3	21	30	35	29	85	23	30	6		265
Tent	1	6	0	0	0	0	0	1	4	0	1	0	0		6
Total Permits	462	490	4	20	24	65	53	65	60	119	47	45	16	0	518
Residential Occupancy Permits Issued	Rural (former Egremont& Proton)		0	0	0	3	0	2	0	0	0	3	1		9
	Urban (Dundalk)		5	0	4	9	11	7	0	7	0	8	4		55
Permit Revenue in \$	\$ 526,332.50	\$ 652,604.00	\$ 5,255.00	\$ 18,098.00	\$ 18,719.00	\$ 523,542.00	\$ 76,550.00	\$ 95,774.00	\$ 107,891.00	\$ 146,470.00	\$ 57,847.00	\$ 86,696.00	\$ 13,883.00		\$ 1,150,725.00
DC Charges Residential	\$ 3,599,424.17	\$ 3,690,360.00		\$ 6,513.00	\$ 13,026.00	\$ 608,959.98	\$ 335,715.00	\$ 635,214.00	\$ 646,128.00	\$ 1,481,669.00	\$ 514,230.00	\$ 767,881.00	\$ 562,584.00		\$ 5,571,919.98
DC Charges Non-Residential	\$ 225,284.73	\$ 388,836.81				\$ 52,614.68		\$ 19,118.05	\$ 86,542.55	\$ 25,745.04	\$ 21,422.24	\$ 50,200.69			\$ 255,643.25
Agricultural Value	\$ 9,666,290.00	\$ 13,340,300.00	\$ 875,000.00	\$ 814,100.00	\$ 605,000.00	\$ 1,730,000.00	\$ 1,005,000.00	\$ 650,000.00	\$ 1,380,000.00	\$ 942,000.00	\$ 685,000.00	\$ 1,320,000.00	\$ 400,000.00		\$ 10,406,100.00
Commercial Value	\$ 1,741,400.00	\$ 3,029,000.00						\$ 610,000.00				\$ 2,200,000.00			\$ 2,810,000.00
Institutional Value		\$ 220,000.00			\$ 320,000.00		\$ 50,000.00	\$ 1,500,000.00			\$ 150,000.00				\$ 2,020,000.00
Industrial Value	\$ 2,455,000.00	\$ 3,592,500.00				\$ 4,880,000.00	\$ 1,000.00	\$ 365,000.00	\$ 2,895,000.00	\$ 345,000.00	\$ 720,000.00	\$ 426,000.00			\$ 9,632,000.00
Residential Value	\$ 43,871,193.66	\$ 63,847,330.00	\$ 150,000.00	\$ 1,256,670.00	\$ 2,113,000.00	\$ 8,350,260.00	\$ 10,039,670.00	\$ 9,342,020.00	\$ 7,901,600.00	\$ 20,303,025.00	\$ 6,361,469.00	\$ 10,702,948.00	\$ 2,726,000.00		\$ 79,246,662.00
Total Assessment Value	\$ 58,153,883.66	\$ 84,029,130.00	\$ 1,025,000.00	\$ 2,070,770.00	\$ 3,038,000.00	\$ 14,960,260.00	\$ 11,095,670.00	\$ 12,467,020.00	\$ 12,176,600.00	\$ 21,590,025.00	\$ 7,916,469.00	\$ 14,648,948.00	\$ 3,126,000.00	\$ -	\$ 104,114,762.00
Agricultural Taxation	\$ 31,235.75	\$ 43,107.98	\$ 2,827	\$ 2,630.69	\$ 1,955.00	\$ 5,590.34	\$ 3,247.57	\$ 2,100.42	\$ 4,459.35	\$ 3,043.99	\$ 2,213.52	\$ 4,265.46	\$ 1,292.56	\$ -	\$ 33,626.38
Commercial Taxation	\$ 47,320.77	\$ 82,309.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,576.13	\$ -	\$ -	\$ -	\$ 59,782.76	\$ -	\$ -	\$ 76,358.88
Industrial Taxation	\$ 81,078.34	\$ 118,645.19	\$ -	\$ -	\$ -	\$ 161,165.90	\$ 33.03	\$ 12,054.42	\$ 95,609.69	\$ 11,393.90	\$ 23,778.58	\$ 14,068.99	\$ -	\$ -	\$ 318,104.51
Residential Taxation	\$ 567,062.38	\$ 825,266.33	\$ 1,938.84	\$ 16,243.24	\$ 27,311.84	\$ 107,932.29	\$ 129,768.96	\$ 120,751.40	\$ 102,133.08	\$ 262,429.19	\$ 82,225.93	\$ 138,342.24	\$ 35,235.24	\$ -	\$ 1,024,312.24
Total New Taxation	\$ 726,697.23	\$ 1,069,329.48	\$ 4,766.33	\$ 18,873.93	\$ 29,266.84	\$ 274,688.53	\$ 133,049.55	\$ 151,482.36	\$ 202,202.12	\$ 276,867.08	\$ 108,218.02	\$ 216,459.45	\$ 36,527.80	\$ -	\$ 1,452,402.00
Southgate Taxation Only															
Agricultural Taxation	\$ 15,621.00	\$ 21,558.30	\$ 1,414	\$ 1,315.61	\$ 977.70	\$ 2,795.73	\$ 1,624.11	\$ 1,050.42	\$ 2,230.12	\$ 1,522.30	\$ 1,106.98	\$ 2,133.16	\$ 646.41	\$ -	\$ 16,816.55
Commercial Taxation	\$ 14,712.03	\$ 25,590.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,153.52	\$ -	\$ -	\$ -	\$ 18,586.46	\$ -	\$ -	\$ 23,739.98
Industrial Taxation	\$ 29,491.44	\$ 43,156.00	\$ -	\$ -	\$ -	\$ 58,622.49	\$ 12.01	\$ 4,384.67	\$ 34,777.07	\$ 4,144.42	\$ 8,649.22	\$ 5,117.45	\$ -	\$ -	\$ 115,707.33
Residential Taxation	\$ 283,587.90	\$ 412,715.69	\$ 969.62	\$ 8,123.24	\$ 13,658.65	\$ 53,976.94	\$ 64,897.46	\$ 60,387.78	\$ 51,076.75	\$ 131,240.84	\$ 41,121.19	\$ 69,184.95	\$ 17,621.14	\$ -	\$ 512,258.55
Total New Southgate Taxation	\$ 343,412.35	\$ 503,020.16	\$ 2,384	\$ 9,438.85	\$ 14,636.35	\$ 115,395.15	\$ 66,533.58	\$ 70,976.39	\$ 88,083.94	\$ 136,907.55	\$ 50,877.39	\$ 95,022.02	\$ 18,267.55	\$ -	\$ 668,522.41

By-Law Enforcement Report

YEAR: 2022

Department Activity	Dec. 2021	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
By-Law Enforcement Complaints - Unresolved														
Building	14	14	14	14	13	13	13	13	13	13	13	13		
Burning	1	1	1	1	1	1	3	2	2	2	2	2		
Noise	9	10	10	10	10	11	12	12	12	12	12	12		
Property Standards	65	66	66	66	58	59	61	63	6	5	5	5		
Fill Compliance	2	2	2	1	1	1	1	1	6	6	6	6		
Canine	3	3	3	3	3	5	6	7	1	-1	3	3		
Tenant Concerns	0	0	0	0	0	0	0	0	8	8	8	8		
Vehicles	58	59	58	57	52	56	54	54	54	54	55	55		
Weed Control	0	0	0	0	0	0	0	0	0	0	0	0		
Zoning	7	8	8	10	5	7	9	7	9	9	9	10		
Line Fences	0	0	0	0	0	0	0	0	0	0	0	0		
By-Law Enforcement Complaints - New	Total 2021													
Building	6	0	0	0	1	1	0	0	0	0	0	0		2
Burning	1	0	0	0	0	0	2	1	0	0	0	0		3
Noise	9	1	0	0	1	3	3	0	0	0	1	0		9
Property Standards	43	1	0	0	3	5	7	5	6	3	1	1		32
Fill Compliance	1	0	0	0	0	0	0	0	0	0	0	0		0
Canine	3	0	0	0	0	2	3	2	2	0	4	0		13
Tenant Concerns	1	0	0	0	0	0	0	0	0	0	0	0		0
Vehicles	55	1	1	1	0	4	1	0	1	0	1	0		10
Weed Control	0	0	0	0	0	0	0	0	0	0	0	0		0
Zoning	6	1	0	2	0	3	0	0	2	1	0	1		10
Line Fences	0	0	0	0	0	0	0	0	0	0	0	0		0
By-Law Enforcement Complaints - Resolved	Total 2021													
Building	0	0	0	0	1	1	0	0	0	0	0	0		2
Burning	0	0	0	0	0	0	0	2	0	0	0	0		2
Noise	0	0	0	0	0	2	2	0	0	0	1	0		5
Property Standards	1	0	0	0	8	4	5	3	3	4	1	1		29
Fill Compliance	0	0	0	0	0	0	0	0	0	0	0	0		0
Canine	0	0	0	0	0	0	2	1	1	2	0	0		6
Tenant Concerns	1	0	0	0	1	1	0	0	0	0	0	0		2
Vehicles	3	0	2	1	5	0	3	0	1	0	0	0		12
Weed Control	0	0	0	0	0	0	0	0	0	0	0	0		0
Zoning	4	0	0	0	5	1	0	2	0	1	0	0		9
Line Fences	0	0	0	0	0	0	0	0	0	0	0	0		0
Letters/Orders	Total 2021													
Court Summons Issued	0	0	0	0	0	0	0	0	0	0	0	0		0
Court Appearances	1	0	0	0	0	0	0	0	0	0	0	0		0
Building Letters	0	0	0	0	0	0	0	0	0	0	0	0		0
Building Orders	13	0	0	0	0	2	3	0	0	0	0	0		5
Property Standards Letters	1	0	0	0	0	5	1	0	0	5	0	2		13
Property Standards Orders	2	0	0	0	0	5	0	4	0	4	3	1		17
Zoning Compliance	55	16	10	11	4	5	3	11	5	3	0	0		68
Zoning Violation Letters	2	0	0	0	0	0	1	0	0	0	0	0		1
Zoning Violation Orders	2	0	0	0	0	0	0	2	0	0	0	0		2

Canine Control Report YTD

Year: 2022

Department Activity	2021	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
# of Dogs in Pound	10	4	2	0	1	0	2	0	0	2	4	8		23
Total Days of Inpoundment	50	0	0	0	0	0	6	0	0	8	19	15		48
Returned to Owner	3	4	2	0	1	0	1	0	0	1	0	5		14
Adopted	5	0	0	0	0	0	0	0	0	0	3	0		3
Euthanized	1	0	0	0	0	0	0	0	0	0	0	0		0
Sent to Shelter	1	0	0	0	0	0	1	0	0	1	1	3		6
Needing Veterinary Services	0	0	0	0	0	0	0	0	0	0	0	0		0
Cost of Veterinarian Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Letters to Owners	16	0	2	0	0	1	1	1	1	0	0	1		7
Verbal Warnings	41	4	4	2	3	5	5	6	6	2	3	2		42
Dog Tags Sold	7	0	2	0	1	0	0	0	3	1	0	5		12
Value of Tags sold in \$	\$ 145.00	\$ -	\$ 60.00	\$ -	\$ 30.00	\$ -	\$ -	\$ -	\$ 90.00	\$ 30.00	\$ -	\$ 150.00		\$ 360.00
New Kennel Inspections	1	0	0	0	0	1	0	0	1	1	0	0		3
Kennel Reinspections	1	0	0	0	0	0	1	4	10	2	1	0		18
# of Fines	2	0	0	0	0	0	0	0	0	0	0	3		3
Value of Fines in \$	\$ 270.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.00		\$ 590.00
# of Calls in Dundalk	55	5	5	6	4	5	4	4	5	2	4	4		48
# of Calls in Egremont	32	3	2	4	3	4	3	3	1	2	3	3		31
# of Calls in Proton	28	0	3	2	2	1	3	3	3	3	3	3		26
# of Calls in Other	4	1	0	0	0	0	0	0	0	0	0	0		1
# of Patrols in Dundalk	69	8	6	5	8	6	6	6	6	6	6	7		70
# of Patrols in Holstein	70	8	6	5	6	5	7	6	6	6	7	5		67

Number of Dogs remaining in the Pound Kennel at the end of this month:

0



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Southgate

December 2022

Disponible en français

Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

The Corporation of the Township of Southgate

2023 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2023 Funding Year is as follows:

2023 formula allocation	\$507,792
2022 formula allocation	\$485,177

Previous years' OCIF allocations can be found at: [Ontario Community Infrastructure Fund recipients - Datasets - Ontario Data Catalogue](#)

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2021 Financial Information Return, etc.), recipients are required to report on funding twice each year; providing information on how program funding is or will be used; and again at year-end on how funding was actually used.

In the spring, generally in April, prior to the start of the construction season, an **initial report** providing information on planned/proposed projects in which OCIF funding will be used/utilized should be submitted. The initial report is then later updated, to become a **final report for the year**, with actual annual expenditures and is to include a status update indicating whether each project is still in progress or completed. The final report is expected to be submitted starting the following January when interest earned amounts become available from financial institutions.

Standard reporting forms will be sent out close to each reporting timeline.

Payments

Subject to the submission and acceptance of all required financial reporting, the Province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

Housing for All CAO & Planner's Roundtable

Nov 4th, 2022



1. Housing & Social Services Programs
2. Housing Creation Context & Affordability
3. Housing Action Plan
4. Proposed Bill 23
5. A Quick NIMBY Interlude
6. Systems Change Framework
7. Roundtable - Directions & Guiding Questions

1.0 Housing & Social Services Programs

Short Term Shelter Program

OPERATED BY GREY COUNTY HOUSING



Grey
County

Colour It Your Way

- Launched September 21, 2022
- Aims to provide Short Term Motel stays for individuals and families experiencing homelessness
- Program focuses on diversion with an understanding that the least amount of time in motel is better for overall wellbeing
- Length of a participants stay is determined by their engagement in a housing plan
- Outreach at motel by our Housing Case Coordinators
- After Hours service delivered by 211

Accessing the Program

- **Individuals/Families in need can reach us in the following ways;**
 - **211 – Anytime, 24/7 for the most up to date information**
 - During County business hours;
 - Call: 519-376-5744
 - Text: 226-407-4996
 - Email: stsp@grey.ca
 - Visit: Grey County Administration Building (Owen Sound)



Barriers to Access

The aim for the motel program is to be as low barrier as possible. **Low** does not unfortunately mean **No** barrier.

A service restriction list does exist to protect other participants, county staff and motel owners.

The length of a service restriction varies depending on the reason for the restriction.

The program tries to consider recovery stage and give as many chances as possible to participants.



EARLY DATA

First Month of Program Operations

904 Nights of Shelter Provided

28 Rooms currently occupied and supported by Housing Case Coordinators

11 Households moved into more appropriate housing from motel

Homelessness - Where do we go from here?

Coming Soon in 2023

- **14th Street, Owen Sound - Supportive Transitional Housing**
 - Will serve the more vulnerable individuals who need more intensive support than a self-contained apartment

Additional Opportunities

- Continued work to expand on coordinated access
- Provide education to residents at risk of losing their housing to support preventative measures
- Working toward expanded capacity for winter motel options
- Need for warming centres

2.0 Housing Creation Context & Affordability

Housing Creation Context

- RAGBOS: Median Sale Price Sept. 2022: \$588,500 down from \$703,000 in March.
- Lakeland West (non-waterfront): Median Sale Price Sept. 2022: \$700,000
- Listed Rental Snapshots 2022: Average price approximately \$1850/month plus utilities
- Rental housing vacancy rates remain low
- Interest rates rising - implications for project financing, mortgage eligibility/renewals



- Inflation - implications for development proforma, household budgets
- Landlord Tenant Board & OLT case backlogs
- Municipal Staffing, Capacity
- Dev/Building Industry Capacity
- Ongoing Legislative Changes
- Incivility, Cancel Culture, NIMBY
- Climate Change



Grey County	2021	2031	2046
Population	103320	113450 (+10130 persons)	127130
Households	43530	49160 (+5630 units)	55570
Employment	43550	45360 (+1810 positions)	52230

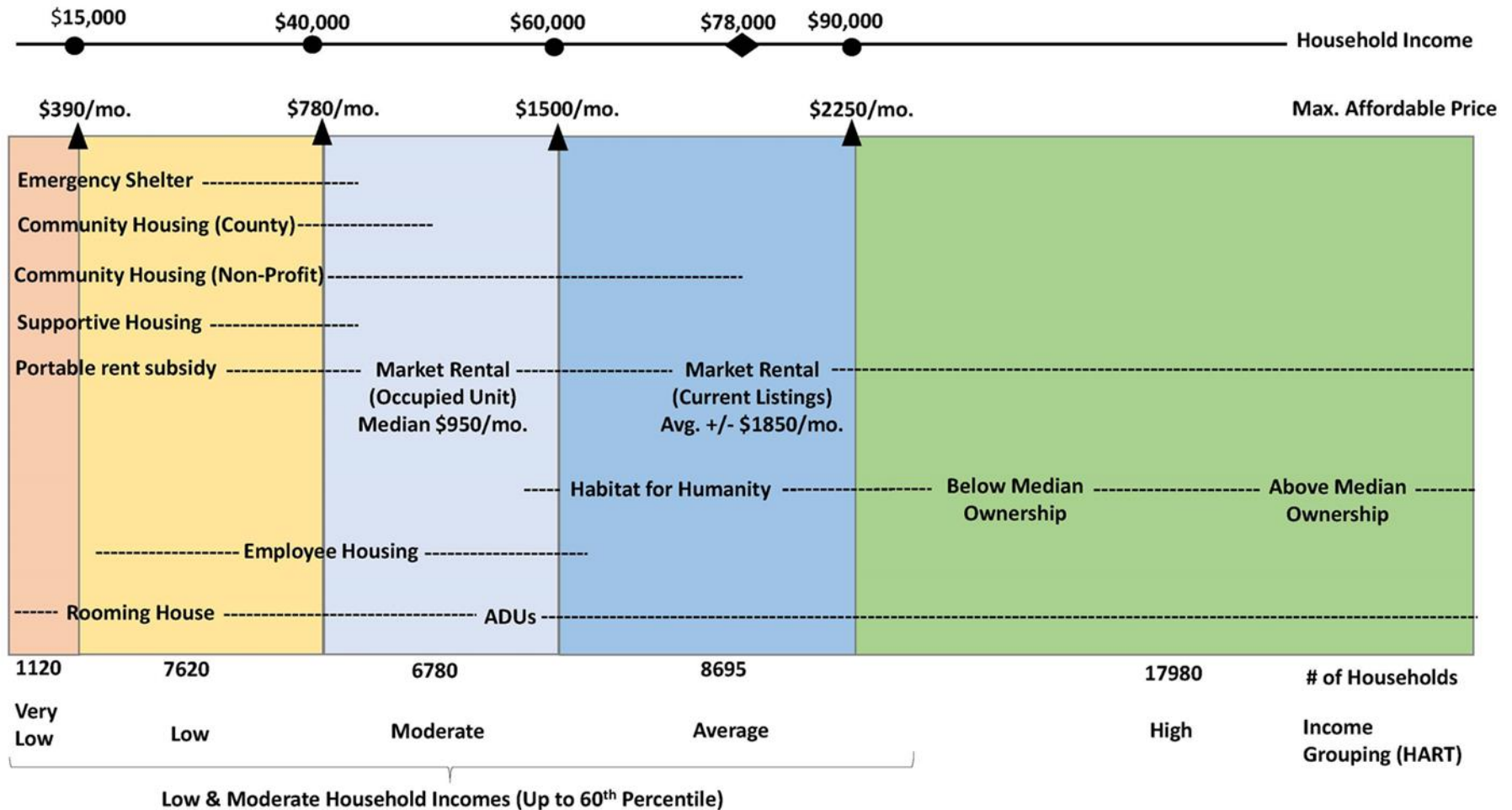
- Ontario Target: 1.5M homes by 2031 (majority in large urban centres)
- Prosperity Institute Report: Identifies suppressed household formation due to supply constraints (affordability) of approximately 2100 units for Grey County.
- New Units Needed: $5630 + 2100 = 7730$ by 2031

- Housing Assessment Resource Tool (HART) – UBC/CMHC, methodology
- Examines Housing Affordability & Need by Income Groupings
- Generally based upon premise that “affordable” housing costs less than 30% of Gross Household Annual Income
- Based on Regional Median Pre-Tax Household Income
 - Grey County Median HH Income (2020) **\$78,000**

HART Income Groupings

Median Income (%)	Grouping (HART)	Upper Limit Annual Income (Grey, \$)	Households (Grey, #)	Max. Monthly Affordable Housing Cost, \$
<20%	Very Low Income	Up to \$15,000	1220	\$390 (benefit shelter rate)
20-50%	Low Income	\$40,000	7620	\$806 (FT @ min. wage)
51-80%	Moderate Income	\$60,000	6780	\$1500
81-120%	Average Income	\$90,000	8695	\$2250
>120%	High Income	>\$90,000	17980	>\$2250

Housing Across Income Spectrum



Context: Incomes & Affordability...

MOST COMMON OCCUPATION IN EACH WAGE BRACKET IN GREY

ANNUAL SALARY: < \$30,000

% OF GREY COUNTY RESIDENTS: 46.9%



COOKS



FARM
WORKERS



NURSE AIDS &
ORDERLIES



SECURITY
GUARDS



RETAIL SALES-
PEOPLE

ANNUAL SALARY: \$30,000—\$49,999

% OF GREY COUNTY RESIDENTS: 22.9%



CARPENTERS



TRANSPORT TRUCK
DRIVERS



CONSTRUCTION
TRADES JOBS



SOCIAL &
COMMUNITY
SERVICE WORKERS



TRANSPORTATION
ROUTE/CREW
SCHEDULERS

ANNUAL SALARY: \$50,000—\$79,999

% OF GREY COUNTY RESIDENTS: 16.6%



AUTO SERVICE
TECHNICIANS



DENTAL
HYGIENISTS



FACILITY OPERATION &
MAINTENANCE



REGISTERED
NURSES



FINANCIAL
AUDITORS AND
ACCOUNTANTS

3.0 Housing Action Plan

- 1) Affordable Housing Fund
- 2) Housing Land Bank (Surplus Lands)
- 3) Community Improvement (CIP) Incentives
- 4) Development Charge (DC) Exemptions/Deferrals
- 5) Recolour Grey & Local OP/Zoning Updates

1. Affordable Housing Fund

- Affordable Housing Task Force recommended the creation of this fund which was approved by Council
- The fund will support future affordable housing builds and rent supplements
- Funds will have a significant impact to addressing the housing waitlist
- Can be used to leverage additional funds/grants
- Reinvest funds from the divestiture of County property or through non-profit mortgage payment savings
- Most affordable housing builds will contain a mixture of affordable and attainable housing

2. Housing Land Bank

- Developing a 'land bank' to support future affordable and attainable housing builds
- Focusing initially on publicly owned lands
- Supports County's Housing First Policy – surplus lands must first be considered for affordable housing
- Criteria being developed to assess suitability of lands
- Work with local municipalities to identify preferred sites
- Lands offered to non-profits first and then to private developers through an RFP process



Durham Apartment Build on County Surplus Lands

3. CIP Incentives

- County CIP Program approved in 2019 by Council
- Enables municipalities to offer incentives to encourage certain types of development including affordable and attainable housing
- Most municipalities have either approved or are in the process of approving a new CIP
- Next steps – work with local municipalities to promote incentives and to monitor the program
- Highlight: Tax Increment Equivalent Grant (TIEG)
 - covers increase in municipal taxes relating to increase in assessment value due to property improvement. Up to 100% of Municipal and/or County portion of taxes for up to 10 years, on declining basis (e.g. 100% Yr. 1; 10% Yr. 10)

4. DC Exemptions/Deferrals

- Changes to DC By-laws approved by Council late 2021.
- DC By-law changes help to encourage more rental housing, non-profit housing and additional dwelling units through exemptions
- Council approved Deferral and Conditional Exemption Policy
- Developments that qualify for deferrals (beyond DC Act)
 1. Housing that meets Accessibility for Ontarian Disabilities Act
 2. Other rental developments not eligible for a conditional exemption
 3. New condominium apartments or life/land lease developments
- DC exemptions and deferrals:
 - Reduces development costs
 - Can make a project more viable
 - Savings can be invested in more rental housing builds
 - Increases housing stock, provides more housing options
- Bill 23 may require changes to DC By-laws and/or provide some of these exemptions 'across the board'.

5. Official Plan and Zoning Updates

- Recolour Grey (County OP) includes policies that support a variety of housing types, tenure, density.
- Will further update OP policies and zoning to support new housing trends (e.g. co-housing, additional dwelling units, etc.)
- County OP housekeeping amendment OPA11 approved October 2022 – Additional Residential Units (ARU) and Tiny Home policies included
- County staff will continue to work with local municipalities to update official plans and zoning by-laws to support housing creation
- Most municipalities have updated OP's and Zoning By-laws to support secondary suites/additional dwellings, removing minimum residential unit sizes, etc.

4.0 Bill 23

More Homes Built Faster Act

- Bill 23, introduced October 25th, 2022
- Grey remains Upper Tier with Planning Responsibilities
- DC exemptions, discounts, definitions, updated
 - A new definition for 'affordable' being 80% of market value
 - A definition for 'attainable' is still to follow
 - Housing services are no longer eligible for DC funding
 - The changes will potentially result in less Municipal and County DC revenues to support growth-related infrastructure
- Supersedes OP/ZBL to permit 3 units/lot on urban lands
- Limitation on 3rd party appeals – specified persons and public bodies, applicant.

- Definition of Development excludes projects with <11 units; SPC does not apply.
- Limits conservation authority role in the development process to matters of natural hazard
- Continued limited authority for Inclusionary Zoning, new cap to Inclusionary Zoning (IZ) rate (5%) where applicable e.g. MZO, Community Planning Permit System (CPPS)
- Staff Report to County Council, November 10th

Will need to consider/work through:

- DC impacts on revenues/budgets; administrative requirements and processes
- Zoning By-law updates – 3 ‘primary’ units/urban lot, not only as accessory units.
- Potential for increased social pressure on decision-makers in absence of recourse via appeal
- Heritage Act changes
- Conservation Authority role/funding

...Will need to consider/work through:

- Shifting 'how' we administer the planning process, e.g.
 - frontloading technical review as part of pre-consultation process (also re: Bill 109 fee penalties)
 - emphasis on mediation role to explore solutions via review process (given no 3rd party appeals)
 - frank communication around community needs/public good (buy in, renewed social contract)
 - Finding planning efficiencies (best use of two-tier relationship towards community goals)

5.0 A Quick NIMBY Interlude

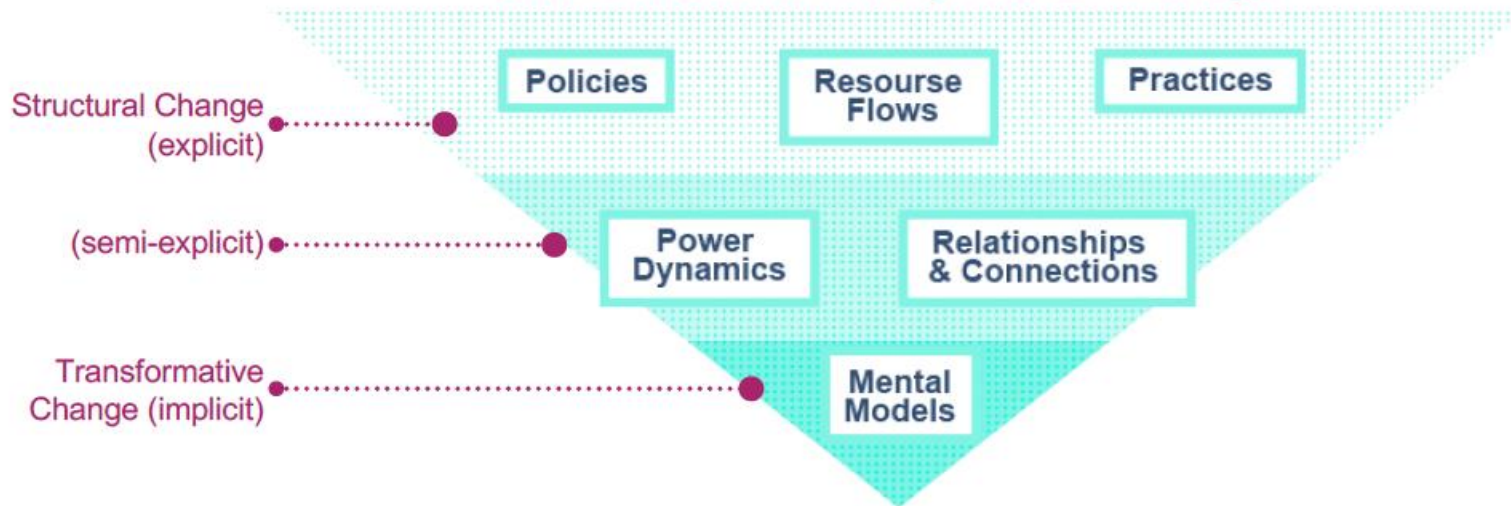
- “Not In My Backyard”
- a protectionist attitude that drives exclusionary and oppositional tactics often used by community members and/or groups facing an unwelcome development in their neighbourhood (FCM)
- a pejorative term used to describe people and organizations opposed to development. Use of the term implies a negative characterization, and many development opponents consider the term to be offensively reductive (Planetizen)

- To some degree, a natural change response, legitimate
- We are Human, subject to various cognitive biases: Status Quo Bias; Framing Bias; Altruism vs. Profit Drives; Loss Aversion Bias, etc.
- We are all at different stages of our own personal development and have different capacities to cope with change, risk, uncertainty.
- We are social beings – humans have a tendency to favour in-group interests, to detriment of out-group interests. We consider impacts on group self image, identity and cohesion.

- The public is not homogenous, we belong to many ‘communities’ – ‘consensus’ may be an unrealistic target
- Goal: move from Opposition to Tolerance (‘acceptance under rational argumentation’) – preserve trust
- Opposition may be rooted in distrust, control, sense of justice, concern re: competency, etc. - legitimize/name
- Need to help public put their concerns in context and to appreciate the competing interests that must be balanced in decision-making. Show our work. Ask for the input we need.
- Public good – not ‘pie in sky’, idealism – instead: the appropriate (just, equitable, inclusive) balancing and sharing of **costs and benefits of development** and change, across the community
- Council (and Staff) education an important component

6.0 System Change Framework

Six Conditions of Systems Change



THEY INCLUDE:

- **Structural/Systemic Factors** - External Factors Conditions
- **Equity/Diversity/Inclusion** - Shifting Power Dynamics
- **Relationships & Connections** = Shift in culture through transforming relationships (healing)
- **Mental Models & Prevailing Social Narratives** - Assumptions about how things work in the world

7 Kania, Kramer, Senge, (June 2018), The Water of Systems Change, Retrieved <https://bit.ly/2Gj7I93>

System Change Framework

Policies	Practices	Resource Flows	Mental Models	Power; Relationships
Housing Action Plan, Strategy	Streamlined review & approvals processes	DC deferral and exemptions	Housing as key community infrastructure	Empower non-traditional housing creators
CIP template & local programs	Integration with other strategic actions – e.g. energy retrofit program, wellbeing planning	Municipal Contributions – AH Fund; CIP funding; Surplus Lands	Establish, monitor & communicate need, targets, progress.	Support for the growth and maintenance of a vibrant non-profit sector
Enabling OP Policies	Housing lens applied at pre-consultation	Social Finance Approaches	Approaches to combat NIMBY, incivility	Justice, Equity and Diversity approaches
Enabling Zoning Permissions	Community of Practice; Partnerships, Educational opportunities	Grants – CMHC, GMF etc.	Civic Education - Interdependence and the public interest	Purposeful networking, relationship building to support collaboration
Support for innovation	Data-driven decision making	Stats & Information		

Affordability: a factor of Housing Costs; Household Incomes; Incentives

To Create Housing	To Maintain Housing
Land Acquisition Costs	Utility Costs (hydro, gas etc)
Interest Rates/Financing	Capital/Maintenance
Engineering, Design, Planning Costs	Water/Sewer Rates
Labour	Insurance
Materials	Debt Servicing
Legal & Insurances	Rental Administration, Legal
Permits & Application Fees	Taxes
Development Charges	
Site Servicing	
Delay/Absorption, Carrying Cost, Inflation	
Risk & Uncertainty	
Administration & Marketing	

7.0 Roundtable Guiding Questions

- What have we missed here today?
- What do you see as the top opportunities for new affordable/attainable housing in your community?
- What are your barriers to affordable/attainable housing creation?
- Do we have the servicing infrastructure/capacity in place to support housing creation?
- What messaging and education should we be sharing with our respective councils?
- What public messaging and education needs to be shared?

From: [Byers, Rick](#)
To: [Byers, Rick](#)
Subject: NEWS RELEASE: Canada and Ontario Increasing Access to High-Speed Internet Service in Grey and Bruce
Date: December 9, 2022 1:03:35 PM



December 9, 2022

Canada and Ontario Increasing Access to High-Speed Internet Service

More than 2,500 local families, farms and business will benefit from access to high-speed internet

OWEN SOUND – The governments of Canada and Ontario are investing more than \$3.5 million to bring fast, reliable high-speed internet to 2,570 families, farms and businesses in Grey and Bruce counties.

In partnership with Southwestern Integrated Fibre Technology (SWIFT) Inc, the completion of construction of broadband infrastructure in Grey County is now providing access to fast, reliable high-speed internet service to more than 1,070 families, farms and businesses in the communities of Holstein, Varney, Orchardville, Maple Lane, Yeovil, Dromore, Tartan, Thistle and Bognor. Both governments combined to invest more than \$2.7 million in these projects.

“Providing reliable internet access is especially important for rural communities to prosper in our increasingly digital world,” said Tim Louis, Member of Parliament for Kitchener-Conestoga, on behalf of the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities. “Today’s announcement will ensure that thousands of homes, businesses, and farms in Grey and Bruce counties can connect to essential online services and enjoy the additional economic opportunities made available through high-speed internet.”

“I’m proud that our government continues to deliver on our commitment to expand access to high-speed internet in rural communities across the province,” said Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs, and MPP for Huron - Bruce. “Building this new broadband infrastructure in Grey and Bruce counties is going to help build rural Ontario and strengthen communities by helping people stay connected with loved ones and enable them to access supports they need. This critical infrastructure will have lasting benefits for our entire community.”

In Bruce County, both levels of government combined to invest more than \$770,000 to provide access to high-speed internet service to nearly 1,500 families, farms, and businesses in the communities of Sauble Beach and Sauble Beach North. Providing high-speed internet in these communities brings Ontario one step closer to delivering in its goal to connect every community with high-speed internet access by the end of 2025, while also building stronger rural communities.

“Raising a family and living or working in a rural community should not limit anyone to receiving internet access,” said Rick Byers, MPP for Bruce-Grey-Owen Sound. “I’m really pleased to see these projects in our communities as it will help connect many more businesses and residents to the high-speed internet they need. Thank you to

Minister Thompson for bringing this investment forward, an investment that will bring new opportunities for these areas.”

“Access to high-speed internet is essential in today’s highly connected world where just about every ordinary day-to-day activity now relies on a fast internet connection,” said Gary McNamara, SWIFT Board Chair. “SWIFT, together with the governments of Ontario and Canada, has been expanding broadband service across Southwestern Ontario in partnership with local service providers and today we are pleased to share those 2,570 additional homes and businesses throughout the counties of Grey and Bruce now have access to high-speed internet service.”

The contracts to expand broadband services in Grey and Bruce counties were awarded by Southwestern Integrated Fibre Technology (SWIFT) Inc, a not-for-profit corporation initiated by local municipalities to address connectivity in Southwestern Ontario. More than \$255 million has been invested by the governments of Canada and Ontario and the private sector to bring high-speed internet to more than 63,000 households and businesses in Southwestern Ontario through SWIFT by the end of 2025.

QUICK FACTS

- The governments of Canada and Ontario are each contributing more than \$63 million to SWIFT through the New Building Canada Fund’s Provincial-Territorial Infrastructure Component – Small Communities Fund.
- On July 29, 2021, a [Canada-Ontario broadband partnership](#) was announced. This agreement will bring high-speed internet access to more than 280,000 households across Ontario through a total investment of more than \$1.2 billion, co-funded equally by both levels of government.
- The Ontario Government is investing nearly \$4 billion to bring high-speed internet access to every corner of the province by the end of 2025. This proactive approach is the largest single investment in high-speed internet, in any province, by any government in Canadian history.
- In 2021, Ontario passed the [Supporting Broadband and Infrastructure Expansion Act, 2021](#) to help speed up construction of broadband projects. Ontario is also helping to remove barriers, duplication and delays, making it easier and faster to build high-speed internet infrastructure through the [Getting Ontario Connected Act, 2022](#), which was passed unanimously by the Legislature on April 11, 2022. This legislation helps ensure underserved and unserved communities across the province have access to reliable high-speed internet sooner and will help the government achieve its commitment to connect every region with access to high-speed internet by the end of 2025.
- Expanding access to broadband and cellular service is part of [Ontario Onwards: Ontario’s COVID-19 Action Plan for a People-Focused Government](#), which includes more than 30 projects that are changing the way people and businesses interact with government.

ADDITIONAL RESOURCES

- [Ontario Connects: Making High-speed Internet Accessible in Every Community](#)
- [Ontario Builds: our infrastructure plan](#)
- [High-Speed Access for All: Canada's Connectivity Strategy](#)

Photo Caption (l-r): Mayor Garry Michi, South Bruce Peninsula; Chris Tsakopoulos, Vice President, Network Build at Xplore; Luke Charbonneau, SWIFT Board Member and Mayor of Saugeen Shores and Bruce-Grey-Owen Sound MPP Rick Byers

For further information, please contact:

MPP Rick Byers Constituency Office | Karen MacInnis | 519-371-2421 | rick.byers@pc.ola.org

From: [REDACTED]
To: [Lindsey Green](#); janice_kaikkonen@bwdsb.on.ca
Cc: [Brian Milne](#); [Dave Milliner](#); [Bev Fisher](#); [Barbara Dobreen](#)
Subject: Parking problem at Dundalk & Proton Elementary School
Date: December 10, 2022 9:25:05 PM

Hello Janice

Addtion to my previous email

I would like to request you put forward this issue on council meeting and kindly copy me and all other emails I sent me original email sent earlier yesterday

I would like to resolve this major parking for my self and all other parents who are facing the same problem that we can't parking the around school to drop or pickup our kindergarten kids

Awaiting response

Kind regards

Mir Saif

I wanted to bring to your attention that we (parents/guardians), have major car parking problem at Dundalk & Porton Elementary School.

My kid Alisha Rafisaif goes to Junior Kindergarten and she is a challenging kid, who doesn't like to go to school, you can check with her teacher.

I got a parking ticket today while I parked in the school driveway for less than 5 mins to drop-off Alisha.

As you may know parking is prohibited on all streets around school, there is only 6 parking space allotted for over 200 parents to drop-off/pickup kids.

I am suggesting a plan which will allow over 45 cars parking to drop-off/pickup parents/guardians.

My plan is for only drop-off/pickup times 0840 till 0920 and 1500 till 1530.

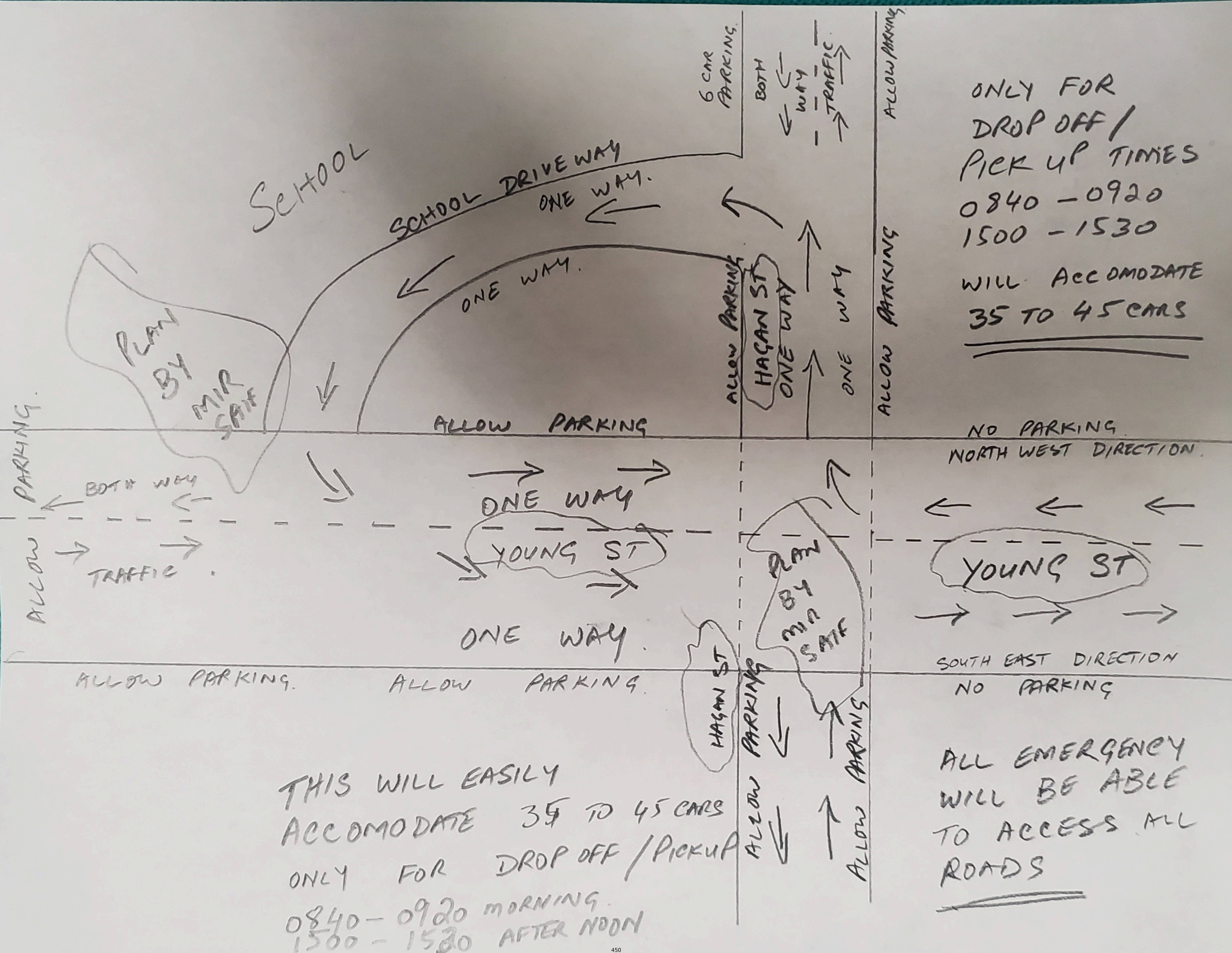
Awaiting positive response

Mir Saif

[REDACTED]
Dundalk ontario

Current streets pictures for your reference

<https://photos.app.goo.gl/ajLzedqhiYzokKwa6>



ONLY FOR
DROP OFF /
PICK UP TIMES
0840 - 0920
1500 - 1530
WILL ACCOMMODATE
35 TO 45 CARS

THIS WILL EASILY
ACCOMMODATE 35 TO 45 CARS
ONLY FOR DROP OFF / PICKUP
0840 - 0920 MORNING
1500 - 1530 AFTER NOON

ALL EMERGENCY
WILL BE ABLE
TO ACCESS ALL
ROADS



**MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION**

Assessment Change Summary

Township of Southgate

The following chart provides a snapshot comparing the assessed value at the beginning of one taxation year (2022), to the assessed value at the beginning of the next taxation year (2023).

Property Tax Class (RTC) Description	RTC	Based on 2016 Current Value Assessment (CVA)			
		Destination CVA <i>At time of roll return for 2022 Tax Year</i>	2023 Tax Year <i>Destination CVA at time of roll return for 2023 Tax Year</i>	Percent Change <i>2022 – 2023 Tax Year</i>	Percent of Total CVA <i>Distribution of CVA between classes for 2023 Tax Year</i>
Residential	R	821,772,626	893,241,900	8.70%	55.59%
Multi-Residential	M	3,047,872	3,135,872	2.89%	0.20%
Commercial	C	14,888,348	20,283,322	36.24%	1.26%
Commercial (New Construction)	X	4,648,100	-	-100.00%	0.00%
Industrial	I	6,539,700	32,528,051	397.39%	2.02%
Industrial (New Construction)	J	23,335,251	-	-100.00%	0.00%
Pipeline	P	1,450,000	1,479,000	2.00%	0.09%
Farm	F	615,916,995	607,471,047	-1.37%	37.81%
Managed Forests	T	8,959,617	9,652,117	7.73%	0.60%
Utility Transmission & Distribution Corridors	U	-	-	0.00%	0.00%
PIL - Residential	R	166,800	166,800	0.00%	0.01%
PIL - Commercial	C	1,890,200	1,927,700	1.98%	0.12%
PIL - Landfill	H	116,200	116,200	0.00%	0.01%
Exempt	E	38,596,900	36,734,300	-4.83%	2.29%
TOTAL		1,541,328,609	1,606,736,309	4.24%	100.00%

December 16, 2022

Dear Head of Council, Municipal Chief Executive Officer and Clerk, and AMO Staff

**Re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and
O. Reg. 154/03**

The government is committed to taking bold action to address Ontario's housing supply crisis by building 1.5 million homes over the next 10 years.

That is why the government has taken further action to support this goal by making changes to the Greenbelt and revoking the Central Pickering Development Plan and the associated Minister's Zoning Order (O. Reg. 154/03) to help build at least 50,000 new homes, while leading to an overall expansion of the Greenbelt by approximately 2,000 acres.

Further to the letters sent on Nov 4, 2022 regarding proposed amendments to the Greenbelt and the letter on October 25, 2022 regarding the proposed revocation of the CPDP, I am writing to provide an update that the government has approved Amendment No. 3 to the Greenbelt Plan (by OIC 1745/2022), amended the Greenbelt Area boundary (O. Reg. 59/05), and revoked the Central Pickering Development Plan (by OIC 1746/2022). The amendments were approved as proposed without modifications.

As Minister, I approved the related amendments to the Oak Ridges Moraine Conservation Plan (O. Reg. 140/02) and revoked the Central Pickering Development Planning Area and the related Minister's Zoning Order (O. Reg. 154/03).

Information on the Greenbelt Area boundary regulation, and the Oak Ridges Moraine Conservation Plan, and the revocation of the Central Pickering Development Plan and Minister's Zoning Order can be found at:

- Designation of Greenbelt Area (O. Reg. 567/22) - <https://www.ontario.ca/laws/regulation/r22567>
- Oak Ridges Moraine Conservation Plan (O. Reg. 568/22) - <https://www.ontario.ca/laws/regulation/r22568>
- Zoning Area - Regional Municipality of Durham, Part of The City of Pickering (O. Reg. 566/22) - <https://www.ontario.ca/laws/regulation/r22566>

Further details on these changes, including updated mapping, will be available online soon.

Thank you to those municipalities who provided feedback. The province looks forward to continued collaboration with municipal partners to get more homes built faster.

Sincerely,



Steve Clark

Minister

- c. Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing, Planning and Growth Division
Hannah Evans, Assistant Deputy Minister, Municipal Services Division

November 30, 2022

Hon. Steve Clark
Ontario Ministry of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3
Via Email: minister.mah@ontario.ca

Re: Bill 23, More Homes Built Faster Act

Dear Minister Clark,

Town of Orangeville acknowledges Bill 23, titled the More Homes Built Faster Act, 2022 is part of a long-term strategy to provide attainable housing options for families across Ontario. We at the Town understand that Bill 23 is focused on the provincial government's stated goal of having 1.5 million homes built over the next 10 years and aims to do so by reducing bureaucratic costs and delays in construction. While the Province's goals to resolve the housing crisis in the next decade is ambitious and necessary, it could potentially have unintended long-term financial and planning related consequences on municipalities, such as the Town of Orangeville.

On behalf of the Town of Orangeville Council, I put forward a list of concerns of potential unintended consequences arising from Bill 23:

1. Bill 23 could have a direct impact on the state of good repair mandate rolled out by the province in their recent legislation, O.Reg. 588/17. If growth is no longer paying for growth, that means **we may have to reallocate some of our lifecycle asset management dollars**, as required by the same legislation, towards growth related infrastructure.
2. Although we support the overarching message and intention of Bill 23 as it relates to housing affordability, we do question whether **overall quality of life and affordability of our citizens would be severely impacted due to higher taxes** and user fees. The Town of Orangeville has limited cost-recovery avenues, meaning Bill 23 may require cost-recovery within the recent Asset Management plan, resulting in a more significant infrastructure funding gap. This situation will be further exasperated if specific provisions of Bill 23 dilute our ability to cover infrastructure improvements through Development Charges.
3. Town of Orangeville is a fast-growing community with a comprehensive economic outlook for Industrial and Commercial developments. This could be compromised if we find ourselves having to **levy higher development charges for industrial, commercial and institutional (ICI) developments to mitigate loss of Residential Development Charges**.

4. Under the current climate of impending global inflation, the Town is already struggling to keep its service levels affordable. Without any direct financial incentive from the province such as interest-free loans from Infrastructure Ontario, **we will lose our ability to build capacity for growth in service areas like Water and Wastewater.**
5. Improving residential development efficiencies and costs by limiting the role and scope of Conservation Authorities (CA) in the planning approval process is unclear. Like many municipalities, Orangeville relies on Conservation Authority support to provide guidance on natural hazard avoidance and ecological protection to ensure that the provincial policy framework around these issues is upheld in our planning decisions. **If CAs are removed from this advisory role, we must find alternative means in assuring such policies remain adhered-to.** It is unclear how this would improve approval timing efficiencies or save costs to residential developments. It could inevitably shoulder more costs to development in subsidizing municipal costs and/or consultant peer review support.
6. Orangeville supports the province's objectives of lowering costs and improving efficiency for residential development to deliver more housing to Ontarians; However, like many municipalities, our challenges for facilitating more housing within our community are not simply costs and process inefficiencies for developments. Instead, we are challenged by our limited municipal land availability and servicing capacity constraints. We ask that the province **explore actionable measures and tangible resource deployment to support our efforts to increase our land supply and infrastructure servicing capacity.**

According to the Association of Municipalities of Ontario's (AMO) recent submission to the Steering Committee of Bill 23, it states "The province has offered no evidence that the radical elements of the bill will improve housing affordability. It is more likely that the bill will enhance the profitability of the development industry at the expense of taxpayers and the natural environment." As the frontline level of government, municipalities are also eager to resolve the housing crisis and are the most informed on what is needed to create complete communities that Ontarians want and expect. We ask that the province view us as one of the strategic partners in further refining the More Homes Built Faster Act, and open more robust channels of communication and consultation.

Sincerely,



Lisa Post
Mayor

CC Doug Ford, Premier of Ontario
The Honourable Michael Parsa, Associate Minister of Housing
The Honourable Sylvia Jones, Dufferin-Caledon Member of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

RESOLUTION NO. 2022 - 332

DECEMBER 07, 2022

Moved by:

Seconded by:

WHEREAS the Council of the Municipality of Magnetawan receives the correspondence regarding Bill 23 the Build More Homes Faster Act;

AND WHEREAS Council appreciates and understands that the lack of attainable and affordable housing is an important issue facing the entire Province;

AND WHEREAS Bill 23 will have economic, social, and environmental implications that will affect several acts including but not limited to the *Conservation Authorities Act, Development Charges Act, 1997, Municipal Act, 2001, Ontario Heritage Act, Ontario Land Tribunal Act, 2021, Planning Act* and may make changes to the *Ontario Building Code* along with the financial burden that this legislation will have on municipalities and existing homeowners;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan concurs with York Region Council and many others that the legislative program under the umbrella of the Ontario Housing Supply Action Plan must be paused in order to have a more in-depth consultation with municipalities and other stakeholders;

AND THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable David Piccini, Minister of the Environment, Conversation and Parks, the Honourable Graydon Smith, Minister of Natural Resources and Forestry, the Honourable Peter Tabuns, Leader of the Opposition and interim leader of the Ontario New Democratic Party, the Honourable John Fraser Interim Leader of the Ontario Liberal Party, the Honourable Mike Schreiner, Leader of the Green Party of Ontario, Association of Municipalities of Ontario (AMO) and all Ontario municipalities.

Carried ☒ Defeated ☐ Deferred ☐

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



Knowing our heritage
we will build our future

The Corporation of the Township of Southgate
By-law Number 2022-181
being a by-law to confirm the proceedings of the
Council of the Corporation of the Township of Southgate
at its regular meeting held on December 21st, 2022.

Authority: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3) and 130.

Whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

And whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

Now therefore, the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the action of the Council at its regular meeting held on December 21st, 2022 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. **That** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **That** this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained.
4. **That** any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time and finally passed this 21st day of December, 2022.

Brian Milne - Mayor

Lindsey Green – Clerk